

Musselburgh Camera Club Policy Document for Health and Safety at Club Meetings and Activities



This policy has been implemented to highlight and minimise any risks that may be identified at club meetings to both club members and the general public. A copy of this document will be provided to all members.

Definition of club meeting

For the purposes of this policy, a formal, programmed meeting at a regular time and venue (typically Thursday evenings from 6:30 pm to 9:00 pm, from September to April in Fisherrow Community Centre, Musselburgh). Planned committee meetings also fall into this category.

Definition of club activity

For the purposes of this policy, a club activity includes (but is not limited to) activities such as training sessions, indoor/outdoor photoshoots, attendance or presenting at club photographic displays/exhibitions, visits to or joint meetings with other photographic clubs (whether national or international), visits to externally organised exhibitions/shows/talks or attendance to any of the above by video or audio conferencing.

Attendance at club meetings

A record should be maintained of all club members attending a club meeting, whether by signing in as they arrive at the meeting or by some other form of record keeping. This may be used in the event that a roll call needs to be carried out at the designated assembly point following emergency evacuation of meeting venue. Note that this is a requirement of Fisherrow Centre Fire Procedures.

Notification of emergency exits and designated assembly point

At the beginning of each meeting, those in attendance should be made aware of the location of emergency exits, whether or not any fire alarm tests are scheduled to be carried out during the progress of the meeting and the location of the designated assembly point should evacuation of the building be required.

Consideration for people with limited mobility

The movement of any individual within the building and safe evacuation from the building for people with limited mobility must be discussed with that individual to ensure that their safety is ensured. If necessary one or more assistants should be assigned in the event of any emergency procedure being implemented.

Firefighting equipment

Office-bearing committee members must be aware of the location of fire-fighting equipment such as fire extinguishers. However, in the event of a fire, the primary objective of all members is to safely vacate the building, rather than attempt to fight the fire. The club will not provide any training in the use of fire-fighting equipment, nor does it expect any member to use such equipment. Anyone who decides to use the installed fire-fighting equipment should be fully conversant with the operation and use of such equipment.

First-aid equipment

Office-bearing committee members must be aware of the location of any first aid equipment available within the building. These officials must also be aware of how to contact emergency services and be aware of the complete address and postcode of the premises in case emergency services are required. There is a defibrillator in Fisherrow Community Centre.

Applying first aid

In the event that first aid is required, club members will be asked if anyone has such skills to enable assistance in the situation.

Club electrical equipment

Whilst there is no legal requirement that the club's electrical equipment must be subject to Portable Appliance Testing (PAT), should the meeting venue necessitate this it will be performed in accordance with such requirement. The integrity of equipment must be visually checked at the commencement of each meeting.

Visitor's electrical equipment

The integrity of equipment provided by a visiting speaker must be visually checked at the commencement of the meeting.

Trip hazards

All trailing electrical cables, and any other tripping hazards, must be placed in a floor cable cover.

Use of kitchen equipment

Care must be taken with any kitchen equipment or materials which has the potential to cause injury, including sharp knives and boiling water. Water must be boiled in the location it is to be used to prevent transportation of large volumes of a scalding liquid.

Moving equipment and materials

Some equipment and materials may be heavy or awkward to store and move and care should be taken when accessing and moving such items. If necessary two or more people should assist in such tasks.

Club activities

Photographic display stands must only be erected and dismantled by members who have received prior instruction by members competent in such tasks. Stands must be positioned so they can be safely viewed by members of the public.

Indoor photoshoots may involve equipment that is top heavy or hot (e.g. lighting equipment). Such equipment must only be erected and dismantled by members who have received prior instruction by members competent in such tasks. Care must be taken both moving the equipment and moving around the equipment to prevent personal injury.

Musselburgh Camera Club Policy Document for Health and Safety at Club Meetings and Activities

Club members visiting any other venue must observe safety warning and procedures dictated by the venue's owners or administrators or any event staff.

External photoshoots may require extra care depending on the weather, nature of the location or uneven ground. Club members must exercise suitable care and attention to their surroundings. Where possible each member should remain in close contact with another member in the event that assistance is required. Carrying a charged mobile phone with the contact details of other members on the outing is recommended.

Risk Assessments

Where appropriate (e.g. attendance at of a vulnerable individual at a photoshoot) a risk assessment will be prepared and documented prior to the specified activity taking place.

Public liability insurance

Public liability insurance will be taken out as recommended by the Photographic Alliance of Great Britain and the Scottish Photographic Federation.