



## **Health and Safety Policy**

### **Introduction**

Swavesey Camera Club is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all members and visitors ensuring that risks to members and visitors are minimised at all times.

The Club Committee has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Committee to uphold this policy and to provide the necessary funds and resources to put it into practice.

This policy will be reviewed annually by the Club Committee.

### **Club responsibilities**

The President of the club is responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary.

All accidents or unsafe incidents will be investigated by the President on behalf of the Committee as soon as possible and then be reported to the Committee at the next available Committee meeting.

The President is responsible for:

- Assessing the risk to the health and safety of members and visitors and identifying what measures are needed to comply with its health and safety obligations.
- Ensuring that venues are safe and without risk to health including safe ways of entering and leaving.
- Ensuring that equipment is safe and well maintained.
- Encouraging members to co-operate in ensuring safe and healthy conditions.
- Establishing emergency procedures as required.

### **Member responsibilities**

Members are responsible for their own health and safety whilst attending the Club. Members with medical conditions are expected to carry with them any necessary medication and to be aware of how to use it. Members should inform a Committee Member, in confidence, of any medical condition they have which may impinge upon a meeting or event.

All members will ensure that:

- They are aware and comply with the contents of this safety policy.
- They take care of themselves and others who may be affected by their actions or omissions.
- They report all accidents, or unsafe situations, and any near misses (things which could have led to an accident) to the President or another Committee member at once.
- They are aware of all fire procedures in the room the club are meeting.



## **Resolving health and safety problems**

Any member with a health and safety concern must first tell a responsible Committee Member. If, after investigation, the problem is not corrected in a reasonable time, or the responsible Committee Member decides that no action is required but the member is not satisfied with this, the member may then refer the matter to the President of the Club. If the member is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Club Committee. A copy of all written records, reports, notes and correspondence relating to any incident, should be kept by the Secretary.

## **Club Insurance**

The club maintains Public Liability and other insured risks under a policy with an insurance company - a copy of the current Public Liability insurance certificate is attached to the club noticeboard and is also available for inspection herein.