



Health & Safety Policy

Beckenham Photographic Society's Health and Safety policy is as follows:

Society and Committee responsibilities:

It is the responsibility of the Society and Committee Members and organisers of Society events to provide a safe environment for the activities undertaken including:

- Reviewing the activities being organised and undertaken to ensure that any risks are identified in advance and any necessary mitigations are implemented.
- Ensuring that Members and other attendees are briefed on any circumstances relating to the event.
- Providing a Committee Member or other responsible person to lead the event and be the point of contact for any health and safety issues which may arise.
- Provide a suitable Risk Assessment for the activity to be undertaken.
- The Club cannot accept liability for any member/guest participating in field trips; however, the Club does promote reducing risks to health and safety to as low a level as reasonably practical through suitable pre-planning and the risk assessment of such trips.

Members' personal responsibilities:

Members have the personal responsibility to:

- Act responsibly at Society events for the safety of themselves and others.
- Report any concerns to a committee member who will raise the matter with the committee or take immediate action if necessary.
- Inform committee members or event organisers, in confidence, of any medical condition they have which may impinge upon a meeting or event. Members with

such conditions are expected to carry with them any necessary medication and to be aware of how to use it.

Fire and Evacuation:

Members should be made aware of the location of firefighting equipment.

At the beginning of each meeting, those in attendance should sign in and be made aware of the location of emergency exits and whether any fire alarm tests are scheduled to be carried out during the progress of the meeting. Members should also be made aware of the location of the assembly point should evacuation of the building be required. In the event of a fire members must:

- Activate the nearest fire alarm and ensure that the appropriate emergency services are summoned.
- Evacuate the building without endangering others in the process.

Equipment:

- Anyone using the Club's equipment must be competent to do so without placing themselves or the Club or Members at risk.
- Trip hazards from trailing wires will be mitigated by the use of cable covers.

Accidents:

Members should be made aware of the location of first aid equipment.

Those trained in first aid should be known by committee members.

In the event of an accident, details must be recorded in the Society's Accident Report Book (HSE Compliant). This is held by the Membership Organiser. Further appropriate action is dependent on the type of accident.

Dated: March 2026

The Health & Safety policy should be reviewed annually