



HEALTH AND SAFETY POLICY

Solihull Photographic Society (SPS) wishes to ensure that its members enjoy society activities in a safe manner. To this end it has developed this Health and Safety Policy which will be promoted to all its members. It applies only to meetings of the Society held at the Solihull WI hall

Responsibility

Overall responsibility for this Policy rests with the General Committee led by the President. Day to day responsibility rests with the person in charge of each meeting (normally the President or his Deputy) supported by any other SPS officer as necessary.

Review

The Policy will be reviewed annually or in the event of an accident.

Policy awareness

A copy of the policy will be provided to all members of the Society and will also be placed on the notice board. An accident book shall be maintained by the Secretary to record any incidents that occur during society meetings.

Risk assessment

The following hazards have been assessed and identified actions taken. With the mitigation measures identified these are all deemed low risk.

Hazard	Who might be harmed	Action taken	By Whom	When
Fire	All members of the Society and visitors	<ul style="list-style-type: none"> Have in place clear procedures for dealing with fire outbreak 	<ul style="list-style-type: none"> President or deputy 	<ul style="list-style-type: none"> Ongoing
Slips, trips and sprains	All members of the Society and visitors	<ul style="list-style-type: none"> General good housekeeping in hall and kitchen Ensure cable cover for extension lead used as necessary Warn any visitors or new members about risk of tripping on or whilst accessing stage Warn members about care to be taken when removing or replacing equipment under stage 	<ul style="list-style-type: none"> Committee members Committee members Committee members Committee members 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing Ongoing
Hot water from tea urn in kitchen	Any members involved in making hot drinks	<ul style="list-style-type: none"> Advise all members about correct use of tea urn 	<ul style="list-style-type: none"> Committee members 	<ul style="list-style-type: none"> Ongoing
Electrical hazards	Members using Society electrical equipment	<ul style="list-style-type: none"> Regular visual checks on condition of plugs and wiring and use RCD devices to protect equipment wherever practicable. 	<ul style="list-style-type: none"> Equipment keepers 	<ul style="list-style-type: none"> At least monthly

Signed:

Bob Breach (President)

Dated: August 2019