

Health & Safety

Marlow Camera Club is not required to comply with the details of the Health & Safety at Work Act. It is, however, wise to act in a sensible manner and to take those steps which are reasonable to protect the health and safety of club members and visitors.

In the future, we should do the following.

- 1) Annual inspection. At the commencement of every Club year, the Chair and the Competitions Secretary should inspect the premises to see if there have been any obvious changes over the summer months which might impact on the means of escape, safety etc of the premises. It is acknowledged that neither office holder will have the necessary skills to identify specific technical issues, just those which would be apparent to an intelligent member of the community.
- 2) Weekly inspections. The Club's own equipment should be kept under regular inspection to ensure that there are no obvious electrical or other faults.
- 3) Means of escape. At the commencement of every meeting, the Chair for the day should make an announcement regarding the location of the fire exits. Whilst most members will know where they are, new members, visiting speakers and judges etc will not. A set form of words should be established by the commencement of next season.
- 4) Post code. The simplest way of summoning the emergency service in the event of that being necessary, is via the post code. We must ensure that, at the very least, all Committee Members have this information recorded in their heads or on their mobile phones.
- 5) Building Owners. They are responsible for ensuring the maintenance of the building, electrical checks etc etc. At the time that the annual fee for room hire is paid, we should ensure that the owners have the necessary certificates and inspection for hiring out the building. It will be their responsibility to ensure that they do. We should, however, ask them.
- 6) Outside meetings, photo shoots etc. When we are organising these, we should ensure that they are not inherently hazardous, bearing in mind the age of many of the Club Members.
- 7) First Aid. If any Club Members have first aid skills, we should know who they are.

Meyricke Serjeantson

10 October 2016