

Health and Safety Policy Statement

Carnoustie Camera Club.

Our Statement of General Policy is:

- to provide adequate control of the health and safety risks arising from our club activities;
- to consult with our members on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to provide information, instruction and supervision for members;
- to ensure all members are competent to do assigned club tasks, and to give them adequate training for these as needed;
- to prevent accidents and cases of activity-related ill health;
- to maintain safe and healthy conditions for all club activities; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility of Health and Safety is that of the club President.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the members of the Committee.

All members have to:

- co-operate with committee members on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).
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Health and Safety Risks Arising From Our Activities

Risk assessments will be undertaken by committee members. A risk Assessment template will be made available for download. The findings of risk assessments will be reported to committee meetings. Action required to remove/control risks will be agreed by the committee, who will be responsible for ensuring that the action required is taken. Committee meetings will check that the implemented actions have removed/reduced risks. Assessments will be reviewed annually, or when the activity changes whichever is sooner.

Consultation

Members are represented by the committee, and consultation is via the normal activity of the club.

Safe Plant and Equipment

The equipment officer will be responsible for identifying all equipment/plant requiring maintenance and for ensuring effective maintenance procedures are carried out. The committee will be responsible for ensuring that all identified maintenance procedures are implemented. Any problems with plant/equipment should be reported to any available committee member. The equipment officer will check that new plant and equipment meets health and safety standards before it is purchased.

Safe Handling and Use of Substances

The equipment officer will be responsible for identifying all substances which need a COSHH assessment. The equipment officer will be responsible for undertaking COSHH assessments. The committee will be responsible for ensuring that all actions identified in the assessments are implemented. The committee will be responsible for ensuring that all relevant members are informed about the COSHH assessments. The equipment officer will check that new substances can be used safely before they are purchased. Assessments will be reviewed every year.

Information, Instruction and Supervision

Health and safety advice is available from any member of the committee. Supervision of young workers/trainees will be arranged/undertaken/monitored by the committee. The committee is responsible for ensuring that our members are given Health and Safety information.

Competency for Tasks and Training

No specific training is expected for club members. Committee members will ensure that members are kept informed of risks, and that members without specific competence do not undertake tasks.

Accidents, First Aid and Task-Related Ill Health

No specific health surveillance needs are known. First aid boxes are kept within Woodlands Primary School. The designated first aider will be decided by the committee. All accidents and injuries will be recorded by the club Secretary. The President is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our conditions and practices are safe we will discuss Health and Safety issues at regular committee meetings.

The President is responsible for investigating accidents.
The committee is responsible for acting on findings to prevent a recurrence.

Emergency Procedures

Emergency procedures are governed by the owners of premises we hire for meetings. Committee members present at meetings will ensure that they are adequate and fit for purpose.

Insurance

The Club Treasurer will ensure that the Club has in place current Public Liability Insurance at a level of cover deemed sufficient for the purpose by the Club's Management Committee.