



Birmingham Photographic Society

Health and Safety Statement

The basic Safety Rules and Guidelines for BPS events are given below.

General guidance for avoidance of accidents and incidents:

- Members are expected to be vigilant and are encouraged to reduce risk wherever and whenever possible.
- Any hazards should be brought to the attention of a Committee Member Leader immediate.
- Members are required to act responsibly at club events for the safety of themselves and others.
- Members are to clean up spillages in the kitchen or cupboard by the main entrance or at any Photography station.
- A First Aid box is kept on the premises for use in event of minor injuries and facilities exist for calling for additional support from the emergency services in the event of serious injury/ incident. The incident report must contain the contact details for the injured party.
- The fire exits, signage and extinguishers are maintained by the premise's owner. Any issues should be brought to the attention of a Committee Member who will inform the premise owners.
- Minimum of two people are to remain till premise's owner or representative are there to lockup.
- "Toolbox Talk" style briefings to take place at the start of club nights or events to highlight any specific potential risks when applicable.

Fire Precautions:

Committee Members, must ensure that they are aware of the following:

- The location of fire alarm points and how to use them.
- How to contact the emergency services.
- Location of fire extinguishers and how to use them.
- Building emergency exits.
- Fire assembly point.
- New members should be made aware of emergency exits when they join.

Equipment:

Equipment should be checked for damage and ensure it is fit for purpose as it is being put up and when taken down. Any faults should be reported to a Committee Member.

Trailing leads must be taped down or covered when in trafficked areas to eliminate a trip hazard.

Trips and Events:

The Society cannot accept liability for any member/guest participating in field trips; however, the Society does promote reducing risks to health and safety to as low a level as reasonably practicable through suitable pre-planning of such trips.