



Aldershot, Farnham and Fleet Camera Club

Health and Safety Guidelines

October 2024

In the interests of Health and Safety Club Members and Visitors are asked to follow these guidelines.

The chairman or their deputy will act as Health and Safety Officer for each meeting. The duties of the Health and Safety Officer include checking that these guidelines are followed.

- A) At the beginning of each meeting, those in attendance should be made aware of the location of emergency exits, of any planned fire alarm tests, and of the assembly point should evacuation be required.
- B) Electrical Safety. All mains equipment belonging to the club is tested for electrical safety on a regular basis, and is only used via a Residual Current Device. Club members and visitors may bring their own equipment for use in meetings, but they should ensure that such equipment is only used via a Residual Current Device (normally the plug in our large extension lead). **This device should be tested before use.**
- C) Electrical Cabling. The electrical cabling for computers, projectors and the lightbox constitutes a trip hazard. Whenever possible, **these devices should be connected to the power socket at the side of the hall**, passing the cables underneath the chairs. When setting up the lightbox and projector in the centre of the hall, **exposed sections of cable should be covered with cable protectors** to minimise the chance of accident.
- D) Attendance. All those attending meetings must sign the attendance book before the meeting starts. Anyone who leaves early must sign out in the book.
- E) Fire extinguishers. The hall has 2 fire extinguishers that are serviced annually. One extinguisher is beside the stage and the other in the billiard room which also has a fire blanket. Anyone who decides to use these in the event of a fire should be fully conversant with the operation and use of such equipment. Members with previous fire extinguisher training are:

Michael Bacon
Jeff Kelsey

- F) Fire Exits. Access to the fire exits must remain clear at all times. **Care must be taken when constructing the print stands not to obstruct these exits.** At the start of each meeting, the host (Health and Safety Officer) will remind visitors of where fire exits are and where to muster.
- G) Projector. When setting up the projector in the central aisle, **sufficient space must be left beside the projector** to allow easy access to the fire exits at the front of the hall.

- H) Fire Evacuation. In the event of a fire all members and visitors should leave the building by the fire exits and go to the assembly point.

The assembly point is in the car park, adjacent to the scout hut.

- I) Fire Procedure. In the event of a fire, the Health and Safety Officer will assess the situation to determine what can be done safely. The priority is people rather than property and there should be no attempt to fight a fire unless it is considered safe to do so. Members of the committee who are present will assist the Health and Safety Officer to do the following:
- direct all members and visitors out of the fire exits in a safe and orderly manner
 - collect the attendance list and take it to the assembly point
 - if it is possible in safety, ensure that the hall, toilets and kitchen are clear of people before leaving the building
 - if the fire can be tackled safely, deploy the fire equipment to do so.
 - If it is necessary to call emergency services, the address of the hall is:

Village Hall
Wings Road
Upper Hale
Farnham
Surrey GU9 0HN **(use GU9 OHL for satnav)**
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The hall Letting Officer is Mrs Lorraine Martin (tel.01252-722848).

The decision to call emergency services should be made by the Health and Safety Officer.

- J) Climbing. Members should not stand on tables or chairs for any reason.
- K) Print stands. Care should be taken when erecting or dismantling these to avoid injuring others with the ends of the sticks. When the racks are packed back up and stood on end in the back corner of the stage, they must be secured with the restraining strap provided.
- L) Chair Rack. Chairs must be stacked correctly on the rack (seats facing inwards !), to prevent them causing injury to other hall users.
- M) Stage. Members should turn on the light when accessing the stage, unless sufficient daylight is available.
- N) Basement. Members should not go down the stairs to the basement, except with the explicit permission of the Health and Safety Officer.
- O) Water Heater. The water from the heater is extremely hot. Mugs and cups should not be filled directly from the tap; instead a jug should be used. First time users of the kitchen should be shown how to use the water heater safely. Any burns or scalds should be held under cold running water whilst assistance is sought from a First Aider.
- P) Outside Lighting. If any of the exterior lights are observed not to be working when exiting the building, the Health and Safety Officer should be informed.

- Q) First aid. There is a first aid kit on the window sill by the stairs in the kitchen. There is a defibrillator on the outside wall of the hall, between the entrance and the car park. The qualified first aiders in the club are:

June Milner
Bonnie Hampton
Rob Wilkinson

- R) Disease. Members should not attend meetings in the hall when suffering from an infectious disease. If the Club is notified that an attendee at a meeting has subsequently been identified as having an infectious disease, all attendees at the meeting will be notified by email.
- S) Workshops. Club workshops in the hall should have a risk assessment to identify any additional risks performed by the organiser (whether internal or external) in conjunction with an AFFCC Officer.
- T) Outings. Only outings organised by a club member and approved by the committee are allowed to proceed as official club outings. A Risk Assessment must be produced for each outing by the organiser (internal or external) in conjunction with an AFFCC Officer; this may be based on the club Generic Field Trip Risk Assessment.
- U) Workshops and Outings organised by External Suppliers. Where the club is participating in an event is organised by a commercial organisation, details of the commercial organisation's Public Liability Insurance are to be obtained and lodged with the Club's Risk Assessment for the event.
- V) Completed Risk Assessments for individual workshops and outings will be stored in a club register, and retained for a minimum of two years.