



Ripon City Photographic Society – Health & Safety Policy

1. Introduction

Although camera clubs like RCPS are not legally required to maintain a health and safety policy, the Society recognises the importance of promoting a safe environment for its members, guests, and the public. This policy outlines the Society's approach to managing risks during all RCPS activities.

2. Scope

This policy applies to all RCPS events and activities, including but not limited to:

- Weekly club nights (held at St Wilfrid's Community Centre, Ripon)
- The annual exhibition (held at Allhallowgate Methodist Church Hall)
- Photography outings (indoor and outdoor)
- Community events (e.g. photographing festivals or parades)
- One-to-one mentoring or training sessions

3. General Responsibilities

RCPS officials are responsible for ensuring that reasonable steps are taken to protect health and safety at events.

All members and guests share responsibility for behaving safely and alerting officials to any concerns or hazards.

4. Key Safety Measures

a. Attendance & Emergency Procedures

- Members and guests must sign an attendance sheet at each club night to allow for a roll-call in the event of evacuation.
- All attendees must be made aware of emergency exits and the assembly point (the car park) at each venue.



b. Fire Safety

- Club officials will familiarise themselves with the locations of fire extinguishers and fire blankets.
- Basic instruction on emergency equipment will be given at the start of the season or as needed.

c. First Aid

- Officials must know the location of first-aid equipment and the full address/postcode of each venue in case of emergency.
- Members with up-to-date first-aid skills should be identified where possible.

d. Electrical Safety

- RCPS electrical equipment is not subject to Portable Appliance Testing (PAT). However, all equipment must be visually checked before use.
- An RCD (Residual Current Device) is to be used at all times and tested before meetings using the test button.
- Visiting speakers may use their own equipment at the discretion of RCPS officials, preferably via the Society's RCD.

e. Trip Hazards

- All trailing cables must be covered with tape or rubber guards before the majority of attendees arrive.
- Any other obvious hazards (e.g. loose mats or bags) must be removed or clearly marked.

f. Kitchens and Hot Drinks

- Anyone preparing hot drinks should ensure they understand how to use hot water equipment safely.
- Care should be taken when handling boiling water, and vulnerable individuals (e.g. young guests) must not enter kitchen areas.

g. Accessibility

- RCPS will take reasonable steps to ensure meeting rooms and events are accessible to wheelchair users or others with disabilities.
- Club officials should liaise with venue managers about ramps, disabled toilets, or other accessibility provisions.



5. Risk Awareness

RCPS officials will perform a visual safety check at the start of meetings and events to identify and address any obvious risks.

Where members visit third-party locations (e.g. industrial sites), they must comply with any local safety rules provided.

6. Insurance

RCPS maintains public liability insurance. Venue insurance may not cover incidents caused by club equipment or activities, so this separate cover is necessary.

7. Policy Communication

This policy will be made available to all members via the RCPS website.

New members will be informed of the policy when joining.

Any significant updates will be shared with members via email or at meetings.

8. Policy Review

This policy will be reviewed every two years by the RCPS committee and updated as needed. The latest version will be re-approved by the committee and shared with members.

Last reviewed: July 25

Next review due: July 27