

Nottingham Outlaws Photographic Society

Health & Safety Policy Statement

Nottingham Outlaws Photographic Society is a club run by its members for its members. The club arranges a variety of meetings and activities. Regular meetings are held at St James' Church Hall, Marshall Hill Drive, Mapperley, Nottingham NG3 6FY. This policy applies to such regular meetings held at those premises and to meetings which take place away from its regular meeting venue (field trips).

Club and Committee responsibilities:

It is the responsibility of the Club and Committee Members and organisers of Club events to provide a safe environment and safe practices for the activities undertaken including:

- Reviewing the activities being organised and undertaken to ensure that any risks are identified in advance and any necessary mitigations are implemented.
- Ensuring that Members and other attendees are briefed on any particular circumstances relating to the event.
- Providing a Committee Member or other responsible person to lead the event and be the point of contact for any health and safety issues which may arise.
- Provide a suitable Risk Assessment for the activity to be undertaken.
- The Club cannot accept liability for any member/guest participating in field trips; however, the Club does promote reducing risks to health and safety to as low a level as reasonably practicable through suitable pre-planning of such trips.

Members' personal responsibilities:

Members have the personal responsibility to:

- Act responsibly at club events for the safety of themselves and others.
- Report any concerns to a committee member who will raise the matter with the committee, or take immediate action if necessary.
- Inform committee members or event organisers, in confidence, of any medical condition they have which may impinge upon a particular meeting or event. Members with such conditions are expected to carry with them any necessary medication and to be aware of how to use it.
- Where mobility aids or equipment are used by members, they should ensure that they are suitable for use in the premises, conditions and terrain as appropriate.
- Review the club's published risk assessments and be familiar with the contents. These are available at [NOPS Health & Safety](#)

Fire and Evacuation:

At the beginning of each meeting, those in attendance should be made aware of the location of emergency exits and whether any fire alarm tests are scheduled to be carried out during the progress of the meeting. Members should also be made aware of the location of the assembly point (large

tree on the main lawn area) should evacuation of the building be required. In the event of a fire members must:

- Activate the nearest fire alarm and ensure that the appropriate emergency services are summoned.
- Evacuate the building without endangering others in the process.

Equipment:

- Anyone using the Club's equipment must be competent to do so without placing themselves or the Club or Members at risk.
- Trip hazards from trailing wires will be mitigated by the use of cable covers.

Use of facilities

At most regular meetings, facilities are provided to enable members to prepare their own hot beverages. Members should take care when handling boiling water to ensure that they do not create a hazard to themselves or other members.

The meeting venue is reasonably well adapted for use by less-abled members and guests. Members are reminded of the duty of all to assist members with impaired abilities to allow everyone to enjoy the activities to the full.

Accidents:

In the event of an accident, details must be recorded in the Club Accident Report Book (HSE Compliant). This is held by the Treasurer. Further appropriate action is dependent on the type of accident.

31 March 2026