



## Clubs & Societies

# CODE OF PRACTISE

All clubs and societies are affiliated to Lancaster University Students Union and are therefore bound by the Union regulations and constitution.

**Club/Society:** Photographic Society

The Aims of the Club/Society

To provide a learning environment for people who want to gain experience in photography at all levels.

The following constitutes the clubs/societies procedures which must be followed by all members so that all activities are carried out safely:

**Area of activity:** Meetings/ Tutorials/ Practical Sessions

### Procedures to follow

- All electrical equipment owned by the society must be operated by, or under the supervision of an Executive member of the Society.
- The Executive committee is responsible for training members on the correct use of Society equipment and for all maintenance tasks which need to be carried out. All electrical equipment must have a test sticker and will be PAT tested in line with the dates on the sticker; the Safety Officer will check dates regularly and ensure equipment is tested.
- When scissors are to be used the Exec will warn members of the dangers beforehand.
- At the end of meetings, tutorials and practical sessions, one member of the Executive must ensure that all electrical equipment is safely unplugged at the wall socket before leaving.
- There will be a fire extinguisher present at all sessions where there are fire risks.

Areas of risk assessment covered:

Electrical Fire

## Area of activity: Darkroom-Developing/Printing

### Procedures to follow

- All members of the society who want to use the darkroom must first receive the appropriate training in the techniques involved for Darkroom developing and Printing. This includes; clear and dry surfaces, cleaning up, using scissors, wet and dry sides of the darkroom, smoking, working in the dark, handling chemicals, first aid, and electrical equipment.
- Only darkroom trained members of the Photographic Society will be allowed to use the darkroom.
- Members must ensure that the floor is always dry and clear.
- Naked flames are not allowed to be used in the darkroom.
- There will be a full first aid kit and eye wash bath available in the darkroom at all times.
- The Exec will regularly check the darkroom to ensure it is clean and tidy and the first aid kit is full and in date.
- The chemicals present within the Darkroom must be handled with care and in accordance with the due procedures outlined by the Safety Officer. The dangers posed by the chemicals must be made clear to all members of the Photography Society in the relevant darkroom training provided.
- It is the duty of the Executive Committee to make sure that the Safety Officer is fully trained in all aspects of the Darkroom and its upkeep.
- Expiry dates of Dark room chemicals must be checked on a regular basis by the Safety Officer. Any out of date chemicals will be removed from use and properly disposed of.
- The darkroom must consist of the relevant safety notices and warnings in order to ensure the safety of Society Members. The safety signs will include; no smoking, chemical warnings, first aid equipment location, wet and dry areas, things to do before you leave.
- The things to do before you leave list must be completed before members leave and will include; mop the floor, clean up, unplug electrical equipment, store away chemicals.
- The log book for the Darkroom must be filled in by all members using it so that only Members may use the facility. It must also be checked by a member of the Executive at regular monthly stages during each term to track, identify and respond to issues, comments, and concerns raised.

Areas of risk assessment covered:

Storage and Use of Flammables

substances:harmful/irritant

live electrical equipment in same area as liquids

Electrical fire

Darkness

slips, trips, etc

## Area of activity: Excursions

### Procedures to follow

- The organisation of Excursions outside of the University campus must be properly discussed beforehand and agreed amongst the Executive of the Society.
- Transport arrangements will be planned in such a way that the members of the society are accompanied by at least one member from the Executive committee at all times.
- A minimum of two executives must be present during an excursion which involves splitting the group.
- The Executive Committee will check weather forecasts and the conditions on the day. If the conditions are unsafe the trip will be cancelled.
- Members will be informed in advance of suitable clothing and footwear for the trip. The Executive Committee will check before departure and anyone not wearing suitable clothing and footwear will not be allowed on the trip.
- The Executive Committee will collect contact numbers of all the members of the society taking part in the excursion and will provide all the members with their contact numbers as well in case of a member getting lost or an emergency.
- If an emergency occurs at any time during an Excursion, a member of the Executive must be contacted immediately.
- A primary meeting point and time will be arranged upon arrival at the selected destination and all members will be informed of the location of the meeting point and the meeting times.
- If possible, maps of the area being visited will be distributed amongst society members before departure.
- A safety talk will be given prior to the arrival to ensure members are all aware of the safety procedures and meeting times.
- A headcount will be taken upon arrival and departure at the location and after travel stops to ensure no-one is left behind.

Areas of risk assessment covered:  
Trips/excursions

## Area of activity: Social Events

### Procedures to follow

- All the procedures stated above for Excursions will be followed
- All social events based around campus must be undertaken with the

permission of the necessary campus authorities.

- There will be at least one sober exec member on all socials to supervise the group and deal with any situations which arise.
- All socials will be designed so that they are also non-alcohol friendly.
- Members must behave responsibly and drink sensibly on socials.

Areas of risk assessment covered:

Trips/excursions, socials

## **Duty of Care**

Please note that on top of the above procedures, all individual members of the society owe a Duty of Care to fellow members of the society and other societies, and where appropriate the public. Any society member who acts in such a way as to deliberately cause harm or injury to a fellow member and/or who displays open and persistent disregard for the societies Code of Practice will be disciplined by the society executive committee and may face expulsion from the society.