

Lions Clubs International

Multiple District 105

British Isles and Ireland



“Road to Safety”

July 2015

(Read Only)

Index

How to use this document	3
Incident reporting	6
Club Structures to ensure Effective Health and Safety standards	6
Legislation	7
Statute Law	7
Civil Law or Common Law	9
Approved Codes of Practice and Guidance.	10
Risk Assessment	11
Information, Instruction, Training and Supervision.....	12
Plant and Equipment.....	12
Fire precautions	14
Working with Local Authorities.....	15
Insurance.....	16
The use of Contractors and Contracting out Services	177
Managing Crowds safely	177
Lone Working	178
First Aid Provisions.....	188
Mini Bus Safety.....	198
Accident Reporting to the Enforcing Authorities.....	20
Food Safety and Hygiene.....	211
Further Guidance	23

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“The Road to Safety”

How to use this document

1. This document has been provided to act as an aide memoir for all Safety Officers/Advisers at both Club and District level, together with others who are involved with Lion activities and as a result are required to ensure that the effective control of health and safety hazards and risks, are factored into those activities, as appropriate.
2. This Multiple District has made a commitment to safety by publishing and reviewing its Safety Policy Statement and Arrangements on an annual basis.
3. Both Districts and Clubs within the Multiple District should consider providing a similar policy statement and arrangements to cover their individual needs.
4. The Local Organisation and Arrangements Documentation (LOAD) for health and safety within the Multiple District, requires all Clubs to appoint a suitable Safety Officer/ Adviser, to assist Club Directors and Officers in discharging their health and safety responsibilities and obligations.
5. Each District within the Multiple District will appoint a suitable Safety Officer/ adviser to assist the District Governor in the implementation of a Safety Management System, to provide or obtain, competent health and safety advice to Clubs and other District Officers as appropriate and to assist in the monitoring of the safety performance within the District.
6. This document, unlike previous versions will provide guidance for all parts of the Multiple District, as a result has changed in format. It is intended to lead you to a source of information, rather than providing chapter and verse on any particular subject area.
7. There are many areas where interpretation of the local legislation is common across the Multiple District however, where there are significant differences these have been mentioned or highlighted.
8. This document will be updated on a regular basis in keeping with new legislation, amendments and the provision of new sections, to cover other Lions activities and events. As a result the master copy of this document will be held on the Multiple District Web Page as a read only document. Users of the document should ensure that they refer to the current version as displayed.

Introduction

9. The advice contained within this document aims to provide all Lions, Lioness and Leo Clubs within the Multiple District, with the necessary health and safety guidance and arrangements, to enable them to effectively manage and control the hazards and risks associated with their Service, Fund Raising and Social Activities/ Functions, whilst also offering advice on food Hygiene and Environmental issues.
10. Because of the wide nature of activities, social and service programmes undertaken by Lions Clubs, it is impossible to organise this guidance to cover every eventuality, yet with logical thinking it will provide basic ground rules for determining the health and safety risks involved in any particular event, thus allowing both the Club Directors and Organising Committees to decide on the appropriate safety precautions to be taken for an event. It will also draw attention to some particular points of note, and will include examples of good practice.
11. Many Lions have a reasonable working knowledge of the health and safety requirements at work, either as an Employer or an Employee. It is essential that this level of responsibility and duty of care, is carried over into Club activities. Club's who fail to take account of National Legislation regarding public safety, food safety and environmental matters, do so at risk to themselves and the Lions Association in general.
12. Being a charitable Organisation does not absolve anyone from compliance with relevant legislation. Just as Club's have to comply with the constraints of Charity Law, and conventional Financial Management practices, so Club's need to adopt effective health and safety standards for all their events. Larger events have a greater need for stringent safety controls and this guidance is directed primarily at the larger fund raising events however, the same principles should apply to all events and activities.

Lions Clubs International Multiple District 105

Safety Policy Statement.

13. This Policy Document establishes the Policy, Organisation and Arrangements for the effective management of health and safety, across the whole of the Multiple District's Activities and Business ventures.
14. The Council of Governors, the Officers of the Council, together with the Specialist Officers, appointed to promulgate the Multiple District Activities recognise that a positive approach to health and safety is a fundamental part of effective and efficient management.

15. The Council is therefore committed to its responsibilities, to assess and manage the risks to their Employees whilst at work.
16. To provide information, instruction and supervision, to ensure employees are competent to do their tasks, and to give them adequate training.
17. To provide and maintain, safe plant and equipment, to consult with employees, on matters affecting their health and safety.
18. To access and manage the risks to all, who participate in the Business and Service activities carried out by the Multiple District, including Lion Members and Members of the General Public.
19. Our Safety Management strategy is based on a process of continuous improvement, on documented procedures and processes that are applied in conjunction with relevant legislation and best practice.
20. It is the policy of Lions Clubs International and of this Multiple District, that all Lions Clubs shall apply and observe, a reasonable Duty of Care with respect to their Members, Employees, Families, Volunteer Helpers, Contractors, Visitors and Members of the General Public, ensuring that all reasonable and practicable steps have been taken, to protect their health, safety and welfare, whilst working at, or attending *any* function or event organised by any Lions Club within the Multiple District.
21. All Multiple District Officers and Managers are required to ensure that adequate standards of health and safety are factored into the planning, preparation and execution of all Lions activities, under their control. All hazards and risks associated with the activity are effectively managed to ensure as far as reasonably practicable, the safety of all who participate, or may be affected by the activity.
22. This Health and safety Policy will be reviewed and updated on an Annual basis or sooner in the light of changes in legislation, or substantial changes are made to the organisation and arrangements before that date.

Signed by the Current Chairman of the Council of Governors.

The Organisation for the implementation of the above Policy can be found on Pages 8, 9 and 10 Of the current Directory of Clubs and officers.

23. **Districts and Clubs** within the Multiple District may wish to add to or amend the above policy to accommodate their local requirements however any amendments, additions or alterations must not detract or deviate from the overall aims of the policy.

24. Any such adjustments at **District level** must be made in conjunction with the Multiple District Health and Safety Officer/Adviser who will be responsible for recording the agreed amendments on behalf of the Multiple District.

Incident reporting

25. **At Club Level.** All incidents or near misses occurring at any Lions function or event, held within the Multiple District, must be reported to the relevant District Health and Safety Officer/ Adviser as soon as possible, by phone, e mail or fax, followed by a documented report describing the occurrence, the details of any injured persons, the root causes and lessons learnt from the occurrence.
26. **At District Level.** All reported serious incidents received by the District Health and Safety Officer/ Adviser should be forwarded to the Multiple District Health and Safety Officer/ Adviser as a matter of urgency, who will then advise both the Multiple District Insurance Adviser and the Legal Adviser as appropriate.
27. **At Multiple District Level.** The Multiple District Health and safety Officer/ Adviser will be responsible for providing the reports of serious accidents or incidents to the Chairman of Council together with the relevant Portfolio Holder as necessary. The Multiple District Insurance Adviser will be responsible for all reports to the Lions Insurers.
28. **Statutory Reporting.** Accidents and Dangerous Occurrences as specified, by current National Legislation requirements, must be reported to the Enforcing Authorities, within the prescribed time frame (see “Accident and Incident Reporting.”)

Club Structures to ensure Effective Health and Safety standards

29. The Organisation for the implementation of the Multiple District Safety policy recognises that all Lions Clubs within the Multiple District, are seen as an autonomous unit and as such the President and Directors of the Club (The guiding minds) are responsible for the health and safety standards set out in the Multiple District Policy, in relation to their Club Activities.
30. Lions Clubs are recommended to draw up a safety policy and arrangements for delivering these standards. As stated earlier, Clubs should appoint a Safety Officer/ adviser to assist the Directors and Officers in the discharge of their health and safety responsibilities. Provide guidance to Club Members, and cooperate with the District Health and Safety Officer/ Adviser, together with the District Governor in the implementation of his/her various safety measures, commensurate with the Safety Management System for each District.

31. It is important that health and safety is factored into all Club activities and the relevant documentation held on record.
32. The appointed Club Safety officer/ Adviser should review each Club activity, ensure that a suitable and sufficient risk assessment is carried out and recorded for the activity. He/ She should have a working knowledge of the contents of this document, relevant to the Club and District. Investigate all accidents and near misses, and report in accordance with the standards outlined above.

Legislation

Statute Law

33. In general terms the majority of health and safety legislation controlling the hazards and risks, associated with activities at work and similar activities **across the whole of the Multiple District**, call for a duty of care, together with the recognition, assessment and management of the health and safety risks, arising from the activities being carried out, together with the necessary risk control measures to ensure the safety of all who may be affected by the activity.
34. To comply with these general requirements, Employers (this includes all Lions Clubs whilst carrying out activities) must so far as is reasonably practicable:
 - Provide safe plant and equipment;
 - Provide the necessary information, instruction, training and supervision for all Workers that are involved in any project;
 - Provide a safe and healthy workplace, including safe systems of work, a safe and healthy environment, together with the safe storage and use of any substances.
35. This legislation is usually put in place by means of European Directives/ Regulations and enforced by each Member State. As a result this means that there are sometimes differences in the actual legislation to be complied with.
36. In the United Kingdom the principal health and safety legislation controlling work activities is “The Health and safety at Work Etc Act 1974”. This act of Parliament sets out the general duties of the Employer, the Self Employed, Persons in Control of Buildings and the Employee.
37. The Act established both the Health and Safety Commission and the Health and Safety Executive, It is also an enabling act, which allows the Secretary of State to make or amend Regulations, to take account of specific areas of concern, or further EU Directives etc.
38. One such important Regulation drawn up is the “Management of Health and safety at Work Regulations 1999” which complements the general Health and

Safety at Work act. Further revised and enhanced guidance on these Regulations can also be downloaded entitled “Managing for Health and Safety” also known as HSG65.

39. In summary, these Regulations require Employers to; carry out Risk assessments of their work activities and workplaces – there is a specific duty to carry out risk assessments for young workers (those under 18 years of age), and for new and expectant mothers.
40. To follow the “prevention principles” for removing, or controlling risks.
41. To have effective health and safety arrangements in place for managing health and safety (including emergency arrangements) and access to competent health and safety advice.
42. To take into account a workers capabilities, when assigning jobs and responsibilities.
43. To co-operate and co-ordinate health and safety with other Employers, on shared premises or projects.
44. In the United Kingdom Health and safety Law is enforced by the Health and Safety Executive (HSE) and/ or Local Authority Inspectors/ Officers, depending on the type of work carried out at the workplace. The HSE in general look after industrial workplaces, construction sites, farms, hospitals and schools.
45. Local Authorities enforce health and safety in non industrial workplaces, such as offices, shops, residential homes, hotels, restaurants and outside community activities.
46. The Health and Safety Law Poster “What you need to know” (Revised 2009) should be posted (*this is important if your Club runs a shop or retail outlet*)
47. **In Northern Ireland** UK legislation applies although it may be enacted through varying Orders and Regulations. Enforcement is carried out by the Health and Safety Executive for Northern Ireland.
48. **In the Republic of Ireland** the principle health and safety legislation controlling work activities is “The Safety, Health and Welfare at Work Act 2005” (No 10 of 2005). This act set up the Health and Safety Authority (HSA) as a State sponsored Body responsible for the enforcement of health and safety at all places of work. The Act also gives powers to The Minister for Enterprise, Trade and Employment, to make Regulations. “The safety, Health and welfare at Work (General Applications) Regulations 2007” and “The Safety, Health and Welfare at Work (General Applications) Amendment Regulations 2007” set out the standards for work within the Republic.

49. **In Scotland and Wales** workplace Health and safety legislation is a matter which has been reserved to the UK parliament. The power to make or change health and safety legislation has not been devolved to the Scottish parliament or the Welsh Assembly.
50. **On the Isle of Man** the Department of Local Government and the Environment are the Enforcing Authority for health and safety. The principal workplace health and safety law is the UK "Health and Safety at Work Etc Act 1974" which has been enforced by order.
51. **In Jersey** the principal workplace health and safety law in the island is "The Health and Safety of Work (Jersey) Law" 1989. Follows the main principles set out in the UK "Health and Safety at Work Etc Act" 1974 and is enforced by the island's Health and safety Inspectorate.
52. **In Guernsey** the State Department of Commerce and Employment are the Enforcing Authority. The principal act being, The Health and Safety at Work (General) (Guernsey) Ordinance. This legislation also mirrors the UK "Health and Safety at Work Etc Act" 1974 the legislation is enforced by the Guernsey Health and Safety Executive.

Civil Law or Common Law

It is important to note that all Workers (those engaged on any Lions Activity either volunteers or paid) have a duty of care responsibility to Look after themselves, and others, who may be affected by their Acts or Omissions, to cooperate with the Employer/ Organiser to enable them to comply with their statutory obligations.

Health and Safety Enforcement Bodies across the Multiple District are advising that, this duty of care should be equal to that of an Employer to an Employee.

53. **Civil Law** is also important in respect of health and safety, mainly applies, when a person is injured at work or at an event, where it is established that a duty of care was owed by one to another and that duty has been breached, as a result someone is injured and subsequently claims compensation for their injury from the Employer or the Organiser of the event.
54. Civil law is based on the principle of "Duty of Care", ie everyone has a duty of care to everyone else. The claim for compensation is often based on negligence, by the Employer or the Organiser (ie the Employer or Organiser has broken the "Duty of Care") and that this negligence resulted in the injury.

55. Personal injury cases are taken through the civil (High) Courts, and may result in successful compensation claims reaching many hundreds of thousands of pounds. Personal injury compensation payments are covered by the Lions Employers Liability Insurance arrangements. Whilst the Employers Liability Insurance policy is designed to cover these compensation claims, annual premiums will rise, if claims are made against these Insurance provisions. Volunteer workers injured at work or at an event may also take a personal injury claim against the employer.
56. **The Corporate Manslaughter and Corporate Homicide Act 2007** came into force across the United Kingdom on 06/04/07. The Act sets out a new offence for convicting an organisation where gross failure in the way activities were managed or organised results in a person's death. This will apply to a wide range of organisations across the public, private and third sectors. All employers must already comply with health and safety legislation and the act does not affect these requirements. However the introduction of the new offence is an opportunity for employers to satisfy themselves that systems and processes for managing health and safety are adequate. A duty of care exists for example in respect of the systems of work and equipment used by employees, the condition of worksites and other premises occupied by an organisation, and in relation to products or services supplied to customers.

Approved Codes of Practice and Guidance.

57. Both the Health and Safety Executive (HSE) and the Health and Safety Authority (HSA), have produced Approved Codes of Practice (ACOPS) and/or guidance on many aspects of health and safety, the relevant Acts and Regulations.
58. ACOPs are not law but can be used as evidence in a court case, as representative of the required legal standards. Guidance Notes contain simple information on what the regulations require you to do. The majority of these ACOPS and Guidance Notes can be down loaded from the Internet, by the use of a Search Engine. (See further references.)

Competence and Competent People. Health and safety laws often refer to the use of "Competent Persons." This term is not specifically defined but is recognised as:

A Person who has the mixture and balance of knowledge, experience, skills and, if relevant qualifications, to do their work safely and without risk to Health.

Lions Clubs are now being asked more and more, to demonstrate Competence as part of their operations, in areas such as Crowd Control and Road Closures etc.

Risk Assessment

59. As previously mentioned Employers and Organisers of Events are required to carry out a suitable and sufficient risk assessment for each work activity or event, including any substances to be used or stored. It is recommended that these assessments are recorded and filed for future use, especially if your Club organises the same activity each year, these assessments are known as Generic Assessments however, they will need to be reviewed prior to the event, to ensure they remain robust and fit for purpose.
60. The purpose of risk assessment is to identify what actions you need to take, to remove or control any significant health and safety risks, associated with your work or activity- these are known as “control measures” Risk Assessments also provide a way of measuring your health and safety performance.

The Risk Assessment should be a written document which must be made available for discussion and evaluation by every organising committee, this will ensure that;

- the document remains current
 - each Club Member knows of its existence and use, when organising any event
 - the document covers the specific subject under discussion, together with the associated hazards and risks.
 - it is used as a management tool ensuring that all aspects are considered, such as Manpower, Training, Instructions, security of cash, first aid, emergency services etc. (This list is not exhaustive)
61. In preparing the risk assessment you should follow the simple **5-step risk assessment system drawn up by the HSE**:
- **Step 1 Identify the Hazards** (A hazard is anything that could be, or has the potential to cause harm)
 - **Step 2 Identify who will or could be harmed** (injured or made ill)
 - **Step 3 Prioritise the associated risks** (How likely is the harm to occur and how severe will the harm be if it does occur?)
 - **Step 4 Identify what actions you need to take to remove or control those risks.** (these are your Control Measures)
 - **Step 5 Review** You should review and (if necessary) revise your assessment, to ensure that they stay up to date and take account of any changes in the work place or procedures.

Specific Risk Assessments in relation to Vulnerable Persons Activities

Reference should be made to the Multiple District’s **Vulnerable Persons Information** “Safeguarding-Children-Vulnerable-Adults Policy Section 4.2 Risk Assessment.

Information, Instruction, Training and Supervision.

62. Providing workers with the right **information, instruction, training** and **supervision** to enable them to do their work safely and without risks to their health, is a basic requirement of nearly every health and safety law. It should always form part of your control measures, in your risk assessments.

(Lions Clubs must ensure that all who are involved in any event, get the appropriate levels of information, instruction and training prior to the commencement of the event.)

63. Deciding what is needed will depend on the task in hand, the equipment used, the conditions and environment in which you are operating etc. This can also change when new or unfamiliar plant and equipment is introduced or, a change in working practice.
64. This means you will have to review on a regular basis the information you give to your workers/ volunteers, this will also depend upon their own skills and experience.
65. **Information** is what you tell your workers/ volunteers either verbally or in writing, to make them aware of the dangers associated with their work activity together with the control measures which they need to follow, to stay safe.
66. **Instructions** tell a worker/ volunteer what he/she can, or cannot do. Instruction manuals for instance tell how a piece of equipment should be used cleaned or maintained etc. Instructions can be verbal or written down.
67. **Supervision** is keeping an eye on someone whilst at work. The level of supervision necessary will depend on the complexity of the task, together with the experience of the worker, and or the conditions in which the work is being carried out. eg (lone working).
68. Training is about giving workers the necessary skills and knowledge, they need to do their work safely, and without risks to health. It will be specific both to the task in hand and each worker. A great deal of health and safety training can be incorporated into on- the- job training and may not require workers to be sent on external courses. The learning outcome from any training should be measurable to ensure it is both effective and relevant.

Plant and Equipment.

69. **All plant and equipment** used at any Lions event must be safe and suitable for the purpose for which it is being used. Plant and equipment either owned or hired in, should be maintained by competent people, in accordance with manufacturer's recommendations as appropriate. Records of any maintenance

should be retained, or inspected prior to use, as appropriate. (See Further information page for PUWER requirements)

70. **Supervisors or others**, who issue work equipment, must ensure that only workers who are competent and can use the equipment in a safe manner, are allowed to do so.
71. All equipment subject to Statutory Inspection and Testing must have current certification issued by a Third Party (usually the Insurers).
72. **Steps, Ladders and access Platforms** should be in good condition and free from any defect. They should be subject to both regular inspection and prior to use. *(Lions Clubs that own ladders, steps or access platforms are recommended to regularly inspect them and record the findings.)*

Portable electrical Equipment is <i>anything</i> that has a plug on it, and is capable of being moved
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73. The dangers associated with electricity such as electric shock, electrocution and fire are well know, therefore all portable or temporary electrical systems, must have the correct circuit protection (RCD) fitted.
74. Users of portable equipment should be trained to carry out a quick visual check of cables and plugs before any equipment is used. There should be a procedure to ensure that any defective equipment is isolated and removed from use.
75. It is recommended that portable electrical equipment is PAT tested, by a competent person, and marked on a scheduled basis (the period between tests being dependant on its use and the environment in which it is used). The requirement for PAT testing of low risk equipment such as computers, printers etc. being used on fixed installations has been amended.
76. **You may find that owners of fixed electrical installations will not allow you, to connect your electrical apparatus to their systems without proof of PAT testing.**
77. Multiple Adapters should not be used on portable electrical systems, stick to **one socket to one plug only. Remember Electricity and Water together is a lethal combination. Keep all portable equipment as dry as possible.**
78. **Fixed Electrical Installations in Buildings** should be checked and certified by a Competent Electrician **at least every 5 years or the period of time agreed by the Competent Person issuing the Certificate of Test.**
79. **Gas Installations** are subject to Annual inspections by Competent Persons holding the appropriate **Gas Safe qualification. Clubs should refer to Further Guidance section on Gas Installations**

80. **Lifting Equipment** (any equipment designed to lift or move loads) include Passenger lifts, Mobile hoists used for moving patients, pulley systems, slings, chains, Fork Lift trucks and lorry and mini bus tail lifts. (This list is not exhaustive).
81. There are strict rules in respect of the use of lifting equipment, including the planning of work involving such equipment. The equipment must be suitable, strong and stable enough for its intended use, positioned or installed to prevent the risk of injury and have its safe weight load clearly marked. Lifting equipment must be subject to regular and scheduled thorough Examination. The reports of these examinations must be retained.

Fire Precautions

82. With the repeal of the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997 in the United Kingdom, the introduction of The Regulatory Reform (Fire Safety) Order 2005 in England and Wales, The Fire (Scotland) Act 2005 and the Regulatory Reform Order 2005 in Northern Ireland, there has been a significant change in fire safety practice, to a risk based approach, in contrast to the former prescriptive requirements in all **non domestic** premises. The Order also applies to the Voluntary Sector and to Self Employed people, with premises separate from their homes. **Fire Certificates no longer have any legal status.**
83. Responsibility to comply with the Reform order rests with the Responsible Person, who takes full corporate liability. He/ she must carry out a **fire risk assessment** which must focus on safety in the case of fire, for all relevant persons, paying particular attention to those with special needs or the disabled. The assessment process will help to identify risks, which can be removed or reduced, and help to decide the nature and extent of the general fire precautions needed, to protect people against the fire risks that remain.
84. The Responsible Person can be the Employer or any other suitable person (usually nominated in the local organisation and arrangements for safety) who may have control of any part of the premises. If more than one Responsible Person in any type of premises are appointed, all must take all reasonable steps to work together.
85. **In The Republic of Ireland** The Fire Services Act 1981 and 2003 are the main pieces of legislation relating to fire safety in a building. Every person having control over **non domestic premises** must:
- Take all reasonable measures to guard against fire or the outbreak of fire;
 - Provide reasonable fire safety measures for premises;

- Prepare and provide appropriate fire safety procedures;
- Ensure that the Fire Safety measures and procedures are applied at all times;
- Ensure as far as reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire.
- A proactive fire safety management policy must also be in place and robust.

Unless Lions Clubs own, Lease or control buildings, it is unlikely that they will need to appoint a Responsible Person, under the Fire reform Order. Club Directors and/ or Officers should satisfy themselves that the above requirements have been met, when hiring hotels, halls and meeting rooms for Club meetings, Conventions and Conferences etc.. It is the responsibility of the controller of the Premise to carry out the Fire Risk assessment. It is a requirement for **all** to comply with all safety measures, to cooperate in all safety procedures and instructions. It is good practice **if you are hiring rooms etc, to ask to see the Fire Risk assessment and satisfy yourself that all is in order.**

86. **Organisers of outside events** will need to carry out a Fire Risk Assessment for their proposed activity. The Local Fire Enforcement Officer can ask to see the assessment, to ensure that any residual fire risk is as low as possible, under this legislation the Fire Authority have the power to issue Prohibition and Improvement notices if the fire precautions are not satisfactory. .

If you are not sure ask!

Working with Local Authorities

87. Most fund raising events will require the permission of one or other of the Local Authorities, for instance a marathon race, carnival, cycle rides, road race or any event of this nature, will require the permission of the police and your Local Council. Fetes, fairs, shows and like events will require the permission of the Land owner and possibly the police, especially when an increase in road traffic is anticipated, or you are making access and egress from the highway.
88. You will have to apply to the local Authorities for a licence allowing entertainment, or to sell alcohol etc plus many more items that must be considered during the initial planning and organising of any event.
89. Special rules will apply to vehicles entering into a carnival parade, when carrying passengers other than in the drivers cab, such as edge protection etc.
90. Special Insurance may have to be investigated. Motor cycle scrambles and other motoring events will require special permission.
91. All of these Organisations will require proof in writing that the event is to be professionally managed by competent people, with due consideration being given to the health and safety of all who are involved or attend, including the

General Public. The Risk Assessment for the event will form the basis of compliance. In the case of larger events, it has become the norm for Local Authorities to set up Joint Safety Committee's (JSC) to vet proposals. The JSC has representation from the police, specialist council officers and others with an interest in the event.

92. **Care should be taken to check the terms of any contract**, written consent or licences granted, as these may contain onerous conditions which will not be covered by the Lions Clubs International Insurance arrangements. In some cases contracts etc have contained clauses that expect you to indemnify them for their own negligence. If such clauses are insisted upon, contact the Multiple District Legal Adviser and do not run the event as your Club will be personally liable, Lions Club insurance cover will not apply.

Insurance

This is a specialist subject and has a Multiple District Officer who is a professional in this area, together with the services of the Multiple District Insurance Brokers.

Details can be found on pages 13 to 16 of the current Directory of Clubs and officers.

Should you experience any problems consult with your District Insurance officer.

93. One of the most important parts of any risk assessment is to determine the level of insurance cover required, to take care of all likely risks, to ensure that the Lions Club International Insurance provisions are adequate, for the proposed event of function. If not, do you require additional cover? Or is the Risk an Uninsurable one? **If So, Do not Run the Event**
94. All insurance cover must be reviewed for each event, check the terms of any contract that you are required to sign, do not take on any additional contractual liability, which will not be covered by the Lions Insurance arrangements.
95. **Multiple District, District and Club Safety Officers/ Advisers are insured** in respect of Professional Indemnity, however due care must be taken when offering safety advice.

The use of Contractors and Contracting out Services

96. Lions Clubs often contract out some of the more specialist or onerous tasks, at larger events such as large scale catering, professional security, the supply and maintenance of toilet provisions and public address systems etc (this list is not exhaustive).
97. When contracting out services you must ensure that, those you engage are **competent, to deliver the service that you require**. That they have made their own arrangements to comply with health and safety legislation, covering the safety of their operations and anyone else who may be affected by their activities.
98. Where applicable, they should provide copies of all Safety Certificates, Inspection Certificates, Proof of competence and training together with, adequate Public Liability Insurance and if necessary Product Liability Insurance. Should you be engaging outside caterers, further responsibilities are imposed on you the organiser of the event, in respect of Food Hygiene and registration with the local Environmental Health/food enforcement officers. *See Food hygiene section for further information.*

Be Prepared to refuse entry to those who do not conform to your Rules for the Event, or evict those who do not provide the require information, or those that act irresponsibly whilst on your site.

No Lion, either on his own behalf, or on behalf of a Club, should either approve or accept responsibility for the safety of an activity provided by a Third party.

Managing Crowds safely

99. As Lions we take on the running of events that draw in crowds of people. Crowds are unavoidable occurrences of everyday life; while problems with looking after their safe management are not. Crowding occurs as a result of an excessive large number of people gathering in a specified area. Large numbers gather routinely in such places as shopping malls railway stations, bus stations etc. However, they also gather, often in greater density, where particular attractions or events are taking place.
100. At such events there may be greater risks to their safety. Events drawing large crowds require extra planning and a professional approach to all aspects of the event.

101. Clubs should refer to the HSE web site “Guidance on running events safely”. This website will help organisers run events safely, provide information to help them understand their legal duties on health and safety, plan an event, manage an event and review an event once it is over together with the planning for incidents and emergencies. “Managing Crowds Safely” published 2014. Series Code HSG154 provides practical guidance, on the systematic management of crowd safety, in order to protect both attendees and those involved with the event operations. One critical point to make is that only one person can be in overall control. **The Safety Officer for the event must have complete authority on the day**, from the start until the close of the activity. He or she is accountable.
102. Club Presidents and Directors should ensure that a suitable **Safety Officer is appointed in writing** for all events where the public are invited to attend.

Lone Working

103. In health and safety law there are a number of tasks that are prohibited when working alone, such as;
- Entering confined spaces including tanks, manholes, pipes, flues, ducts etc. or other places where there may be inadequate ventilation.
 - Using ladders which cannot be secured and require footing be a second person.
 - The erection of scaffold or the use of dangerous machinery.
104. Establishing what can be done by a lone worker is no different from other workers. Lone workers should not be exposed to significantly higher risks than others, who work together.
105. The precautions you take to safe guard Lone workers should take into account both the normal working conditions and any foreseeable emergency situations, such as fire, equipment failure, illness or accident.
106. As Lions this means that we need to consider what we ask workers/ volunteers to do alone, consider if they fit and able to work alone, and that the precautions we put in place are enough to ensure their safety.

First Aid Provisions

107. The Multiple District Organisation and Arrangements call for First Aid provisions to be made for every event or activity. In general there is a requirement to provide cover, dependant on the activities and risks involved.

108. “The Health and Safety (First Aid) Regulations 1981” “Approved Code of Practice and Guidance” set out the minimum standards for the United Kingdom, whilst in the Irish Republic “Guidelines on First Aid at Places of Work” as required by “The Safety, Health and Welfare at Work (General Applications) Regulations 2007” set out differing standards. Both call for an assessment of the hazards and risks to be taken into account, dependant on varying locations and activities. Lions Clubs should refer to the specific guidance.

Mini Bus Safety

109. Minibuses are motor vehicles that have been constructed or adapted to carry more than 8 but not more than 16 passengers, in addition to the Driver. Health and safety law applies to on-the-roadwork activities, the risks should be effectively managed **within a health and safety system**.
110. The above standards apply to Charity and Voluntary organisations and their workers.
111. Lions Clubs that own, hire or lease minibuses, or have the responsibility for the operation of the minibus, have an obligation to ensure that it is operated safely.
112. It is an offence under road traffic laws to cause, or permit, a minibus to be driven on the road when its condition, or the way it is being used, could cause danger to anyone in the minibus, or to other road users.
113. Operators must comply with all relevant legal requirements, the advice contained within the Highway Code and take all reasonable measures to protect the driver, the passengers and other road users, from collision and injury risks.
114. Best practice calls for a comprehensive system to deal with all aspects of risk, Minibus permits, Insurance, Maintenance, Record Keeping, Drivers authorisation, training and assessment etc.
115. All Minibuses must now display **No Smoking Signs** as the bus becomes the Drivers place of work.

Reference should be made to the Code of Practice for Minibus Safety, issued by Rospa in association with the Department of Transport, Local Authority Road Safety Officers Association and The Community Transport Association.

116. These standards are applicable across the **whole of the Multiple District** however the licensing requirements for drivers based in and drive within the Irish Republic differ from the United Kingdom. **There are no licence concessions as in the UK.**

Accident Reporting to the Enforcing Authorities

117. There are different sets of Regulations regarding the reporting of Injuries, Diseases and Dangerous Occurrences across the Multiple District.
118. It is important to understand exactly what is required should a worker, or a member of the public, have a major injury or die, as a result of, or in connection with, a Lions activity.

It is a requirement to tell the Enforcing Authority by the quickest possible means, and follow up with a full report within 15 days if;

- Any Person dies as a result of an accident arising out of or in connection with work.
- A worker suffers a specified injury, as a result of an accident, arising out of or in connection with work.
- Any Person not at work suffers an injury, as a result of an accident, arising out of or in connection with work or an event, is taken from the site of the accident, to a hospital for treatment in respect of that injury.
- In the event of a worker becoming incapacitated for work, which he/ she might reasonably be expected to do, in the normal course of his/her work activity, for more than **7days excluding the day of the accident**, but including any day which would not have been a working day, this also has to be reported to the Enforcing Authorities within 15 days.

119. **In England Scotland and Wales** “The Injuries, Diseases and Dangerous Occurrences Regulations 1995” apply. The prescribed accidents can be reported directly to the Incident Reporting Centre by telephone **0845 300 9923**. The Centre will talk you through the completion of the Form F2508, and furnish you with a copy of the report, which you should check, to ensure that all of the details are correct and accurate. In addition you can report via the HSE web site or a search engine.

120. **In Northern Ireland** “The Report of injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997” apply. The reporting arrangements mirror the RIDDOR 1995 Regulations, as stated above, however the reporting arrangements and statutory form differ.

121. To report a Death or Major Injury you must telephone **028 9024 3249**. To obtain a RIDDOR NI 25008 you should e mail hzeni@detini.gov.uk

122. **In The Republic of Ireland** all work based accidents should be reported to the Health and Safety Authority, on the Authority Web Site. wcu@hsa.ie The prescribed Form Ref IR1 can be down loaded however, you do need to register your Organisation with the HSA to obtain the Form.

123. In The Isle of Man the prescribed Accidents and Dangerous Occurrences must be reported to Department of Local Government and the Environment Accident Forms can be down loaded from www.gov.im
124. **In Jersey** The State of Guernsey Health and Safety need to be informed of any of the prescribed Accidents or Dangerous Occurrences. Accident Forms can be down loaded from www.hsi.gov.je
125. **In Guernsey** the department of Commerce and Employment should be advised of any prescribed Accidents or Dangerous Occurrences. Accident Forms can be down loaded from hse.pub@commerce.gov.gg

Note (1) The term worker is used above. It is considered by the Enforcing Authorities that a Lions Club organising and running an event for profit, would be considered an Employer, even though the workers were volunteers, and as a result would need to ensure their health and safety.

(2) The criterion for reporting Injuries, Diseases and Dangerous Occurrences across the Multiple District is summarised above, the full details can be found in the Approved Codes of Practice issued by the Enforcing Authorities. Further guidance can be sought from your District Safety Officer/ Adviser or, the Multiple District Safety Officer/ Adviser.

Food Safety and Hygiene

126. When organising an event where food will be sold or provided by Lions Clubs, you should seek the advice of the Local Environmental Health Officer, there have been significant changes in the Regulations governing food preparation and handling, right across the whole of the Multiple District.
127. This has come about by the implementation of the Regulation (EC) No. 852/2004 which came into force on 1st of January 2006, together with The Food Hygiene (England) Regulations 2006 and equivalent regulations in Scotland, Wales and Northern Ireland.
128. The Republic of Ireland has also implemented this EU Regulation and again it too has mirror provisions for Food Safety and Hygiene.

The Food Standards Agency have produced a number of guidance documents on the requirements, the principle document being "Food Hygiene a guide for Business". This can be down loaded from the Web www.food.gov.uk or copies can be obtained from the Environmental Health Officer, for the local Authority,

or District Council's in Northern Ireland. Recent European food regulations regarding the notification of Allergens, within loose foods must be adhered to avoid unnecessary dangers to anyone, who may suffer from a particular allergy.

129. One of the key requirements of food safety legislation, is that you are able to demonstrate the actions and controls which you have in place, to ensure the food you make or sell is safe to eat. The necessary control procedures must be fully documented.
130. You must put in place a set of "Food safety management procedures" based on the principles of "HACCP" (hazard analysis critical control point) *Sounds frightening but there are many models about, you could follow. See Food Standards Agency Publications for further assistance.*
131. In order to provide additional information and to obtain the necessary training and certification for Lions Clubs across the Multiple District, wishing to make, prepare and sell food etc., The Safer Food Group and Lions Clubs International Multiple District 105 are working in partnership to offer a Level 2 Basic Food Hygiene Certificate, the syllabus which is accredited by Qualifi, with the course syllabus being approved by UK Environmental Health Officers. Lions Club members have access to a special rate of £10 (+VAT) per Learner with the agreed Group discount.
132. www.saferfoodhandler.co.uk/lionsclub will take you to the website where you can find more details, purchase your course and gain access to the Learning materials
133. Where Lions Clubs are running an event using outside caterers, it is the responsibility of the Organiser, to ensure that any food trader is registered with the Local Authority in whose area their premises are based.

Further Guidance

- **Guidance on the General Duties of Employers, the Self Employed, Controllers of Premises and Employees** can be found in Health and Safety at Work Etc Act 1974 sections 2, 3, 4 and 7. The Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and Guidance *Series Code L21 Second edition Published 2000* available as a free download from HSE Website provides further guidance.
- Duties and responsibilities of Body Corporate. (Including Directors, Managers and Officers) - Section 37 of The Health and safety at Work etc Act 1974. Further guidance can be found in a free download leaflet published by the HSE and the Institute of Directors.
- Health and Safety made Simple “The Basics for your Business” (A valuable Web Page guide to health and safety which can be down loaded from the HSE web site.
- The publication “Essentials of Health and Safety at Work” has been reviewed and an interactive micro site with refreshed guidance has been produced in its place. This new material can be found in [The Health and Safety Toolbox: How to Control Risks at Work](#). Available from the HSE Website.
- First Aid at Work “The Health and Safety (First Aid) Regulations 1981” Approved Code of practice Series Code L74 3rd Edition Published 2013. Available as a free download from the HSE Website. (Note) The HSE strongly recommend that employers should consider the public, when conducting their First Aid needs assessment and provide first aid for them. This is particularly important where there is a large public presence such as places of entertainment, fairgrounds and shops etc.
- Further guidance on Work Equipment can be found in The Provision and Use of Work Equipment Regulations 1998 Approved Code of Practice Series Code L22 published November 2014 or a Simple Guide “Providing and Using Work Equipment Safely” Published 03/2013 ref INDG291 both documents available as a free download from the HSE Web Site.
- “Events Health and Safety- HSE. (Set up March 2014) This website will help Organisers run events safely, others may also find the website useful eg. Contractors, Health and Safety Advisers and Workers at events.
- “Managing Crowds Safely” Published 2014 Guidance for Organisers at Events and Venues. *Series Code HSG154* Published 2014 available as a free download from the HSE Website.
- “Giving your own Firework Display” How to run and fire safely. Series Code HSG124 Second Edition Published 2005. This guidance is for people running

firework displays that set off the fireworks themselves but have no specialised knowledge.

- Working together on Firework Displays (Third Edition) published 2006 Series Code HSG123. A guide to safety for firework display Organisers and operators Available as a free download from HSE Web Site.
- Safe use of Lifting Equipment. “ Lifting Operations and Lifting Equipment Regulations 1998” The Approved Code of Practice and guidance Series Code L 113 Second Edition Published 2014.This ACOP and guidance is for those that work with any lifting equipment provided at work or for the use of people at work. It sets out what you should do to comply with the “Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- A guide to the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995” A guide to Reporting of Injuries, Diseases and Dangerous Occurrences Published 2012 Series Code L 73 available as a free down load from HSE Web Site.
- Control of Substances Hazardous to Health Regulations 2002. Advice and guidance on how to work safely with COSHH substances can now be found on the HSE Web Site, COSHH Basics This website provides practical advice and guidance on the Control of Substances Hazardous to Health. The COSHH Essentials web tool provides further practical guidance.
- The Health and Safety (Safety Signs and Signals) Regulations 1996. Guidance on the regulations can be found in a free download, web friendly version of series guidance Ref L64 (Second edition Published 2009) available on the HSE Web Site.
- Fairgrounds and Amusement Parks: Guidance on Safe Practice. Series Code HSG175 (Second Edition) Published 2007 available as a free to download, web friendly version from the HSE Web Site.
- Charity and Voluntary Workers “A Guide to health and safety at Work” Ref HSG 192 Published August 2006 available from HSE Bookshops.
- Gas Safety The Gas Safety (Installations and Use) Regulations 1998 deal with the safe installation, maintenance and use of gas systems, including gas fittings, appliances and flues, mainly in domestic and commercial premises, such as Offices, Shops Public Buildings and similar places. The Approved Code of Practice Reference L56 4th Edition Published 2013 (Downloadable document) sets out the standards and duties placed on those who install etc together with the duties on Landlords. Further guidance on “Landlords duties” Reference INDG285 revision2 published 03/2009 under the Regulations can be down loaded from the HSE Website. **Clubs who lease rent or own shops etc** should ensure that they comply with this Approved Code of Practice. If you are unsure or require support refer to your District Health and Safety Adviser/ Officer.

Guidance for **Clubs who own, or hire in catering units** which use Liquid Petroleum Gas (LPG) in the course of their business, can be find the requirements in The National Caterers Association (NCASS) Documents “Guidance for the installation of LPG and LPG fired equipment in Catering trailers, converted vehicles, portable kitchens carts, trolleys and Bikes” further information can be found in “Guidance for the installation of LPG and LPG fired equipment in Tented Structures, Stalls and Gazebos”.

Clubs who own and use gas Barbeques “Single Cylinder installations” for catering activities (for sale of goods) should ensure that the equipment is maintained and that an Annual Gas Check is carried out and recorded. Such records should be held for at least 3 years.

- Information from The Health and Safety Authority wcu@hsa.ie applicable to **The Irish Republic**. Listed below:
 - The Safety, Health and Welfare Act 2005.
 - Safety, Health and Welfare at Work (General Application) Regulation 2007 (*This Regulation applies to all places of work*)
 - Work place guidance on Use of Work Equipment
 - Personal Protective Equipment
 - Manual Handling of Loads
 - Electrical Guidance
 - Protection of Young Persons
 - First Aid Guidance
 - Safety Signs at Places of Work.

- Further information regarding the application of health and safety legislation on the islands of **Jersey, Guernsey and the Isle of Man** can be found via the following
 - www.hsi.gov.je
 - wwwwhse.pub@commerce.gov.gg
 - www.gov.im

- **Further Guidance can also be sought from the Health and Safety Web Pages at <http://www.hse.gov.uk/>**

END

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