

Lions Clubs International

Multiple District 105

British Isles and Ireland

“Road to Safety”

July 2008.

Controlled Document (read only)

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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 are required to ensure the effective control of health and safety, is factored into those activities, as appropriate.
2. The Multiple District has made a commitment to safety by documenting its Safety Policy Statement and Arrangements.
3. Both Districts and Clubs within the Multiple District should consider providing a similar short policy statement 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 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. Provide or obtain competent health and safety advice to Clubs, and other District Officers as appropriate and monitor the safety performance of the District.
6. This document unlike the previous versions covers all parts of the Multiple District and 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 the interpretation of the legislation is common, 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 guidance on the organisation of its health and safety management of their Service, Fund Raising and Social 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 your attention to some particular points of note, and 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.
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 safety controls and this guidance is directed primarily at large fund raising events, however the same principles 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 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 Chairman of Council of Governors.

The Organisation for the implementation of the above Policy can be found on Pages 181 and 182 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 policy.
24. Any such adjustments at **District level** must be reported to the Multiple District Health and Safety officer/Adviser who will be responsible for maintaining such records.

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 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 all reports to the Chairman of the Council of Governors and The Link Governor responsible for health and safety. 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 National Legislation, must in addition 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, and the District Governor, in implementing the various measures of the Safety Management System for the District.
31. It is important that health and safety is factored into all Club activities and relevant documentation held on record.
32. The appointed Club Safety officer/ Adviser should review each Club activity, ensure 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 or 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 activities at work, **across the whole of the Multiple District**, call for similar duties of care, together with the recognition and assessment of the health and safety risks, arising from those activities being carried out, with the necessary 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 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. This means that there are 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 also established both the Health and Safety Commission and the Health and Safety Executive, this 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 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.
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 the Local Authorities, depending on the type of work carried out at the workplace. The HSE 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 and restaurants.
46. Details of the Enforcing Authority for the workplace, must be displayed on the poster "Health and Safety Law: What you should know." (*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** 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.
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

53. **Civil Law** is also important in health and safety and mainly applies, when a person is injured at work or at an event, who claims compensation for their injury from the Employer or 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 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 this Insurance provision. Volunteer workers injured at work 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.

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, cooperate with the Employer/ Organiser to enable him to comply with 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.

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 Acts and Regulations.
58. ACOPs are not law but can be used in a court case, as representative of the required legal standard. 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 the 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 ensures that;

- the document remains current
 - every Club Member knows of its existence and use, when organising any event
 - that the document covers the specific subject under discussion
 - 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.

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 plant and equipment is introduced or a change in practice.
64. This means you will have to review on a regular basis the information you give to your workers, this will also depend on their own experience.
65. **Information** is what you tell your workers 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 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. Ie (lone working).
- 68. Training is about giving workers the 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 lot of health and safety training can be incorporated into on- the- job training and does 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. It should be maintained by competent people, in accordance with manufacturer’s recommendations as appropriate. Records of any maintenance should be retained.
- 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 authorised to use it.
- 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 *anything* that has a plug on it, and is capable of being moved

- 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). **You may find that owners of fixed electrical installations will not allow you, to connect to their systems without proof of PAT testing.**

76. Multiple Adapters should not be used on portable electrical systems, stick to **one socket to one plug only. Remember Electricity and Water together are a lethal combination, keep portable equipment as dry as possible.**
77. **Fixed Electrical Installations in Buildings** should be checked and certified by a Competent Electrician **every 5 years and a test Certificate** issued.
78. **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).
79. 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

80. 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 change in fire safety, to a risk based approach, in contrast to the former prescriptive requirements in all **non domestic** premises. The Order also applies to Voluntary Sector and Self Employed people with premises separate from their homes. **Fire Certificates no longer have any legal status.**
81. Responsibility to comply with the Reform order rests with the Responsible Person, who takes full corporate liability. He 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 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.
82. 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 is appointed, all must take all reasonable steps to work together.

83. **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. 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, cooperate in all instructions and safety procedures. 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.

84. **Organisers of 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 the 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

85. 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.
86. 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.

87. Special rules may apply to vehicles entering into a carnival parade, when carrying passengers other than in the drivers cab, such as edge protection etc.
88. Special Insurance may have to be investigated. Motor cycle scrambles and other motoring events will require special permission.
89. 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.
90. 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 175,176 and177 of the current Directory of Clubs and officers.

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

91. 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 provision is 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**
92. All insurance cover must be reviewed for each event, check the terms of any contract that you are to sign, do not take on any additional contractual liability, which will not be covered by the Lions Insurance arrangements.

93. **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

94. 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 (again this list is not exhaustive).
95. In contracting out 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.
96. 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 the organiser of the event in respect of Food Hygiene and Registration.

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

97. 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.

98. 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.
99. Clubs should refer to “The Event Safety Guide” and “Managing Crowds Safely” (see Further Guidance page). The Key elements to the preparation for these events are; The Outline planning, Assessment of Risks including a Fire Risk Assessment, Putting precautions in place, Emergency planning, Communications and the Monitoring of Crowd Behaviour. One critical point to make is that only one person can be in overall control. **The Safety Officer must have complete authority on the day**, from the start until the close of the activity. He or she is accountable.
100. 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

101. 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.
102. 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.
103. The precautions you take to safe guard them should take into account both the normal working conditions and any foreseeable emergency situations, such as fire, equipment failure, illness or accident.
104. As Lions this means that we need to consider what we ask workers to do alone, consider are they fit and able to work alone, and are the precaution we have in place enough to ensure their safety.

First Aid Provisions

105. 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.
106. “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

107. 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**.
108. These standards apply to Charity and Voluntary organisations and their workers.
109. 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.
110. 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.
111. Operators must comply with all relevant legal requirements, the advice in the highway code and take all other reasonable measures to protect the driver, the passengers and other road users, from collision and injury risks.
112. Best practice calls for a comprehensive system to deal with all aspects of risk assessments, Minibus permits, Insurance, Maintenance, Record Keeping, Drivers authorisation, training and assessment etc.
113. All Minibuses must now display **No Smoking Signs** as the bus becomes the Drivers place of work.

<p>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.</p>

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

Accident Reporting to the Enforcing Authorities

115. There are different sets of Regulations regarding the reporting of Injuries, Diseases and Dangerous Occurrences across the Multiple District.
116. 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 10 days if;

- Any Person dies as a result of an accident arising out of or in connection with work.
- A worker suffers a major 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 **3 days 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 10 days.

117. **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 3009923**. 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.

118. **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.

119. 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

120. **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.

121. 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
122. **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
123. **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. It is thought 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

124. When organising an event where food will be sold you should seek the advice of The Local Environmental Health Officer, there have been some significant changes in the Regulations governing food preparation and handling, right across the whole of the Multiple District.
125. 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.
126. The Republic of Ireland has also implemented the EU Regulation and again has mirror provisions for Food Safety and Hygiene.

The Food Standards Agency have produced a number of guidance documents on the requirements, the principle one 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.

127. One of the key requirements of the law is that you must be able to show what you do to make or sell food that is safe to eat and to have this written down.

128. 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.*
129. When organising 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.
- Duties and responsibilities of Body Corporate. (including Directors, Managers, Officers etc.) - Section 37 of The Health and safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations Approved Code of Practice and Guidance Ref L 21.
- Essentials of Health and Safety at Work 2006. HSE Books www.hsebooks.co.uk
- First Aid at Work The Health and Safety (First Aid) Regulations 1981 Approved Code of practice Ref L 74
- Further guidance of Work Equipment can be found in Provision and Use of Work Equipment Regulations approved Code of Practice ref L22 or Simple Guide ref INDG291
- “The Event Safety Guide” A guide to Health, Safety and Welfare at Music and Similar events. Ref HSG 195.
- “Managing Crowds Safely” A guide for organisers at events and venues. Ref HSG154
- “Giving your own Firework Display” How to run and fire safely. Ref HSG 124
- Working together on Firework Displays Ref HSG123
- Safe use of Lifting Equipment. “ Lifting Operations and Lifting Equipment Regulations Approved Code of Practice” Ref L 113
- A guide to the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995” Guidance on regulations Ref L 73

- Control of Substances Hazardous to Health (fifth edition) The Control of Substances Hazardous to Health Regulations 2002 (as amended) Approved Code of Practice Ref. L5
- COSHH Essentials by the HSE in collaboration with the TUC and CBI. **Easy steps to Control health risks from Chemicals** (follow from the HSE Web site)
- Safety signs and signals The Health and Safety (Safety Signs and Signals) Regulations 1996 Guidance on Regulations Ref L64
- “Safety in Electrical Testing at Work” General guidance Ref INDG354
- Charity and Voluntary Workers “ A Guide to health and safety at Work” Ref HSG 192
- 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
 - wwwhse.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/>**

