

LIONS CLUBS INTERNATIONAL DISTRICT 105 EA HEALTH AND SAFETY POLICY

This policy document establishes the Policy, Organization and Arrangements for the effective management of health and safety within District 105 EA in respect of the Service and Other Activities carried out within the District.

1.0 Policy Statement

1.1 The District Governor, Officers of the Cabinet, together with the Specialist Officers, appointed to promote the District activities recognize that a positive approach to health and safety, is a fundamental part of effective and efficient management.

1.2 The Cabinet is therefore committed to its responsibilities, to assess and manage the risks to its members whilst undertaking Lionistic activities. To provide information, instruction, training and supervision, to ensure members are competent to carry out the duties and tasks assigned to them. To ensure that any plant and equipment used, in association with Lions activities is safe, maintained and fit for purpose. To consult with its members on matters which may affecting their health safety and welfare.

1.3 To assess and manage the risks to all who participate in the Service and Fundraising activities carried out by the District including Lions Club Members and Members of the General Public.

1.4 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.

1.5 It is the policy of the District that all Lions Clubs shall apply and observe, a reasonable Duty of Care with respect to their Members, 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 organized by any Lions Club within the District.

1.6 The District Governor, the Officers of the Cabinet, together with the Specialist Officers, are required to ensure that adequate standards of health and safety are factored into the planning, preparation and execution of all Lionistic activities. 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.

1.7 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 organization and arrangements before that date.

2.0 The Organization for the Implementation of the Health & Safety Policy

2.1 Officers of the Cabinet

The overall responsibility for the implementation of health and safety standards within the District is vested in the District Governor and his/her appointed Cabinet Officers including any elected Vice Governors.

2.2 District Governor

In accordance with the Multiple District Health and Safety Policy and, adopted by this District Policy. The Governor should implement a safety management system which will enable the effective maintenance and monitoring of the necessary safety provisions within the District.

2.3 District Safety Officer/ Adviser

The District Safety Officer/ Adviser should assist the District Governor in the implementation of his/her Safety Management System. Provide or obtain competent health and safety advice to all Clubs and District Officers as required. Report and monitor the safety performance of the District to the District Governor and the Cabinet.

The District Insurance Adviser will advise both District Officers and Clubs on Insurance matters.

2.4 District Legal Adviser

The District Legal Adviser will advise the Districts and Clubs on legal matters.

2.5 Zone Chairmen.

The District Governor will be assisted and supported in discharging his/ her health and safety responsibilities, in the monitoring of health and safety standards as directed, by the District Governor and documented in the safety management system adopted.

2.6 District Officers/Advisors/Team Leaders

Will implement the necessary health and safety standards, in accordance with the Safety Policy and set out in the safety Management System.

2.7 Lions Clubs within the District

Each Lions Club within the District is an autonomous unit and as such the President and Directors of the Club, are responsible for the health and safety standards as set out in the Multiple District Health and Safety Policy and Arrangements published in the Multiple District Directory of Clubs and Officers (page 8 to 10) and in accordance with this Policy Statement. It is expected that each Club will cooperate with the District Governor in adopting the elements of the District Safety Management System.

Lions Clubs that cooperate on a shared basis with other Lions Clubs, also share the health and safety responsibilities. It is therefore imperative that these shared responsibilities are fully agreed and documented.

2.8 Club Safety Officers/ Advisers.

In order to assist Club Directors and Officers in discharging their health and safety responsibilities, each Club should appoint a Club Safety Officer/ Adviser in accordance with International, Multiple District and District Arrangements for all Lions Clubs, Lioness Clubs and Leo Clubs.

The Club Safety Officer/ Adviser shall provide or obtain competent health and safety advice to ensure that the obligations and duties as specified in the District Safety Policy are carried out. Further guidance on the role of the Club Safety Officer/ Adviser is provided in the document "Road to Safety."

2.9 All Lions.

Every Lion has a duty to look after them self and others who may be affected by their actions. When carrying out their Lionistic activities, they should cooperate with their fellow Lions to provide the necessary standards of health and safety. Any shortfalls or defects in any equipment or systems should be brought to the attention of the Club Safety Officer or the Club President for rectification as a matter of urgency.

3.0 Arrangements & Procedures for implementing the Districts Health & Safety Policy.

3.1 Health and Safety Guidance "Road to Safety"

A copy of this advisory guidance is available on the District Web site. The document will be kept up to date to take account of changes in legislation and any relevant codes of practice.

3.2 Insurance.

All Club Directors, Officers and Safety Officers/ Advisers should be aware of the requirements for Club activities to be covered by adequate insurance. Reference should be made to the Insurance Provisions made within the Multiple District Directory of Clubs and Officers (pages 11 to 13). District and Club Safety Officers/ Advisers are insured for Professional Indemnity however, due care should be taken when providing safety advice.

3.3 Fire Precautions.

Significant changes in legislation regarding the responsibilities for Fire Precautions have come into force recently. In general a fire risk assessment is required for every building except a domestic house. Fire Certificates are no longer valid. The organizers of any event or activity must ensure that, adequate fire precautions have been made and are robust. It is the responsibility of the owner or manager of the building, to carry out the fire risk assessment, not the local Lions Club. Further guidance can be found in "The Road to Safety" document

3.4 First Aid Provisions.

The provision of First Aid cover must be assessed for every event or activity carried out within the District. In general there is a requirement to provide cover, dependent on the activities and risks involved.

The First Aid assessment should be carried out at the planning stage of any event and could require as little as, the details of the nearest Emergency Hospital and how to obtain medical attention, in the event of an accident, through to a need for a trained First Aider or team of First Aiders to be on duty.

3.5 Food Hygiene.

All activities involving the provision of food and drinks should be assessed to ensure that the requirements of the local Environmental Health Officer are met, together with the relevant Food Hygiene Regulations.

3.6 Activities involving Children, the Young and Vulnerable People

Special attention must be given to activities involving children, the young and vulnerable people. Care must be taken to ensure compliance with the legislation. Additional Guidance is provided in "The Road To Safety" document.

3.7 Risk Assessments for District and Club Events.

As previously mentioned suitable and sufficient Risk Assessments, together with the appropriate control measures, must be carried out and documented for the following activities. District meetings, District Conventions, Club Charters, District and Club activities, where the General Public are invited. The above assessments should be carried out at the planning stage of the activities and amended as necessary. These assessments should be held, signed off and dated by a responsible person.

3.8 Incident reporting

All incidents or near misses occurring at any Lions function or event, held within the District, must be reported to the District Health and Safety Officer as soon as possible, by phone, e mail or fax, Followed up by a documented report describing the occurrence, the details of any injured persons, the root causes and any lessons learnt from the occurrence.

Signed *Nigel Folkard* Dated 12-09-2016

Nigel Folkard

District Governor

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