



Lions Clubs International

MD105 British Isles

Health and Safety Document (Formerly Road to Safety)

VERSION HISTORY

Version Number	Date	Details of Changes included in Update	Author(s)
1.0	January 2013	Unknown	Brian Dickety
2.0	July 2015	Revised	Unknown
3.0	November 2020	Full Revision	Andrew Wilcox
3.1	December 2020	Title changed from Road to Safety	Andrew Wilcox

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Acknowledgements

The following are acknowledged for their assistance in compiling this Document.

The Health and Safety Executive

ROSPA

The Charities Safety Group

All previous Safety professionals and Lion contributors to earlier editions of

“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 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, to assist Club Directors/Trustees and Officers in discharging their health and safety responsibilities and obligations.
5. Each District within the Multiple District will appoint a suitable Safety Officer 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, will provide guidance for all parts of the Multiple District. 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/Trustees 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.
13. Throughout this document the terms 'Employer' and 'Employee' are used extensively. Whilst these terms are used appropriately for a very small number who are indeed employed by Lions Clubs International, the terms do never-the-less serve an important purpose in this document to illustrate the context and to ensure that there is a full understanding of the responsibilities of all Lions members.
Lions should comply with legislation and maintain a Duty of Care for themselves and anyone else who may be affected by their acts or omissions.

Lions Clubs International Multiple District 105

MD105 Safety Policy Statement

14. 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.

15. 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.
16. The Council is therefore committed to its responsibilities, to assess and manage the risks to their Employees whilst at work.
17. To provide information, instruction and supervision, to ensure employees are competent to do their tasks, and to give them adequate training.
18. To provide and maintain, safe plant and equipment, to consult with employees, on matters affecting their health and safety.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.

-----*(See online document on MD105 Website for signed copy)*

24. **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.
25. Any such adjustments at **District level** must be made in conjunction with the Multiple District Health and Safety Officer 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 as soon as possible, by phone or email, 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 should be forwarded to the Multiple District Health and Safety Officer 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 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/Trustees 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 to assist the Directors/Trustees 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, 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 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. Legislation is put in place by the UK government and some devolved Parliaments. Formerly this was usually put in place by means of European Directives/Regulations and enforced by each member state. Since the UK left the EU this is no longer the case.
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.

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 HSE Health and Safety Law Poster “What you need to know” (Revised 2009) should be displayed on Lions premises (*this is important if your Club runs a shop or retail outlet*). A leaflet is also available from the [HSE](#)
47. **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.
48. **In the Isle of Man** the Department of Local Government and the Environment are the Enforcing Authority for health and safety. The Isle of Man has adopted health and safety legislation that differs from that in use in the UK. Whilst there is a great deal of similarity in the primary Act, The Health and Safety at Work etc Act 1974 as applied to the Island by Order, many of the regulations have been drafted locally.
49. **In Jersey** the principal workplace health and safety law in the island is “The Health and Safety at Work (Jersey) Law” 1989. This 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.

50. **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, and to co-operate 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.

51. **Civil Law** is also important in respect of health and safety, and 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.
52. 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.
53. 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.

54. **The Corporate Manslaughter and Corporate Homicide Act 2007** came into force across the United Kingdom on 06/04/08. 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 applies 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. The Health and Safety Executive (HSE) 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 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 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. e.g. 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 Guidance pages for [Provision and Use of Work Equipment Regulations 1998 \(PUWER\) 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 periodic inspection and prior to use checks. (*Lions Clubs that own ladders, steps or access platforms are recommended to regularly inspect them and record the findings.*)

<p>Portable electrical Equipment is <i>anything</i> that has a plug on it, and is capable of being moved</p>

73. The dangers associated with electricity such as electric shock, electrocution and fire are well known, 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, labelled 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 periodicity has been extended.
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. Fire Regulations: The Regulatory Reform (Fire Safety) Order 2005 in England and Wales (RRO) and the Fire (Scotland) Act 2005 introduced a significant change in fire safety practice, to a risk based approach, in contrast to the former prescriptive requirements. 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 RRO 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. **Unless Lions Clubs own, Lease or control buildings**, it is unlikely that they will need to appoint a Responsible Person, under the RRO. Club Directors/Trustees 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 Premises 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.

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 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. HSE document [INDG142 Managing Crowds Safely](#) 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/Trustees 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 by 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 safeguard 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" set out the minimum standards for the United Kingdom, and 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 guidance provided in [HSE L74 \(third edition\)](#)

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-road work 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.

<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>

116. It is important to check that any driver's license entitles them to drive a minibus and to be aware that heavier vehicles (above 3.5 tonnes GVW) require D1 eligibility. See [DVLA site for further details](#) on how to check drivers eligibility.

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 **7 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 15 days.

119. **In England, Scotland and Wales** “The Injuries, Diseases and Dangerous Occurrences Regulations 1995” apply. All incidents can be reported online but a telephone service is also provided for reporting fatal/specified accidents **only** – call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 08-30 to 5 pm). In addition you can report via the HSE web site or a search engine.

120. **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 <https://www.gov.im/categories/business-and-industries/health-and-safety-at-work/accident-reporting/>

121. **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 <https://www.gov.je/industry/healthsafetywork/pages/accidentsfaq.aspx>

122. **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 or, the Multiple District Safety Officer.

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 and Wales.
128. 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 <https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business> or copies can be obtained from the Environmental Health Officer, for the local Authority. Recent 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. <https://www.thesaferfoodgroup.com/> 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

- **Coronavirus Covid-19** Latest information:
See UK.GOV latest what you need to know [HERE](#)
HSE guidance [HERE](#)
NHS Latest information [HERE](#)
- [Organising a voluntary event: a 'can do' Guide.](#) from UK.GOV
- **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. [Health and Safety Regulation... a short guide HSC13](#) is available as a free download from HSE Website and provides further guidance.
- Duties and responsibilities of Body Corporate. (Including Directors/Trustees, Managers and Officers) - Section 37 of The Health and safety at Work etc Act 1974.
- Management of Health and Safety at Work Regulations. [Managing for Health and Safety](#) – is available as a free download from the HSE Website.
- 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. 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](#) 4th edition 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.
- “The [HSE Guidance on running events safety](#) is available in a web friendly format. The event guide aims to help everyone who organises music and **other events**, so that these events run safely. The guidance will enable event organisers to understand the needs of others concerned with the event, such as local authorities, the emergency services in order that they can all work together to improve event safety.

- [“Managing Crowds Safely”](#) INDG142 See the HSE website.
- [“Organising fireworks displays”](#) This guidance is for people running firework displays that set off the fireworks themselves but have no specialised knowledge. See also [Giving you own firework display- Red Guide \(pdf\)](#) which replaces HSG124
- [Working together on Firework Displays](#) The Blue guide replacing 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. Approved Code of Practice and guidance L113](#)
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” indg453](#) is available as a free download 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 \(Third edition Published 2015\)](#) available on the HSE Web Site.
- Fairgrounds and Amusement Parks: [Guidance on Safe Practice. Series Code HSG175 \(Third Edition\) Published 2017](#) available as a free to download, web friendly version from the HSE Web Site.
- [Voluntary Organisations – managing low risk](#) available from HSE Web Site.
- 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 5th Edition Published 2018](#) (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 revision3 published 04/2018](#) under the Regulations can be downloaded 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 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 found 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](#)”

- 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.

- 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

 - www.gov.qg/hse

 - www.gov.im/

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

End.