

Rotary Club of Hexham

Health and Safety Manual

Why have a Policy?

A health and safety policy is an important document. It shows that the club is serious about health and safety, and is a requirement of District 1030, and Rotary's insurers. It may be examined by other interested parties including the police and members of the legal profession if something goes wrong.

Duty of Care

Duty of care is simply a moral obligation to care for each other. So health and safety is about reducing the risk of injury and illness to ourselves and others. It should not be about finding excuses to justify avoiding doing things that we do not want to do for some other reason.

The Law

There is a vast assembly of laws and statutes. Essentially it all boils down to the same thing, reducing risks and showing that we are taking the appropriate steps to do so. It is not sufficient to say there is no unusual risk in performing a particular activity, we have to show that we have carefully considered all eventualities, and where we have identified risk we have to show what actions we have taken to remove or minimise the risk, and how we will cope when something does go wrong.

Insurance

RIBI has insurance in place to cover public liability for every Club. This insurance is invalid if no health and safety policy and method for its implementation is in place and in use.

How does it work at Club Level?

Overall responsibility for health and safety rests with Club Council.

The Club will appoint a Club Health and Safety Officer each year.

The Policy

The standard policy, provided by Graham Exley, District 1030 Health and Safety Officer, includes the following statements:

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities
- To consult with our members on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for members
- To ensure all members are competent to do their tasks and to give them adequate guidance.
- To prevent accidents
- To maintain safe and healthy working conditions
- To review and revise this policy at regular intervals

The Responsibilities of the Club's Health and Safety Officer

The Health and Safety Officer's duties are:

- To be aware of RIBI and District advice on health and safety and ensure the Club Council are aware of health and safety issues
- To ensure that risk assessments for Club events are carried out by the relevant committee
- To review, and revise if necessary, the Club Health and Safety policy statement at regular intervals.
- To seek additional advice and guidance where necessary

Additional information can be obtained from:

District Safety Officer - Rotarian Graham Exley

137 Main Street, Spittal, Berwick-upon-Tweed, Northumberland TD15 1RP

Tel. 01289 309285 – Mob. 07921889052 – e-mail exley@onetel.net

The Responsibilities of Committees organising Events

Carrying out risk assessments is the responsibility of the relevant Club committee, assisted by the Club Health and Safety Officer. Risk assessments must be recorded and retained.

The Committee Chairman will ensure that the results of the risk assessment are brought to the attention of the Club, and that appropriate control measures are approved by the Club.

The Committee Chairman will appoint a person to be in charge of Health and Safety for each event - and that person must be at the event, or appoint a competent deputy.

All Club members must abide by any health and safety measures as approved by the Club Health and Safety Officer.

The Risk Assessment

The Risk Assessment is a tool to assess the hazards and risks that might occur at a particular workplace, in this case an event, and forms the basis for removing or minimising any identified hazards.

Understanding Hazard and Risk

A hazard is anything that might cause injury or illness to individuals. For example an electric cable lying across a path could cause someone to trip.

A risk is the likelihood of injury or illness actually occurring, multiplied by the probable severity of such injury or illness. So the cable across might be quite likely to cause a trip, and the injury might be quite severe - depending on the situation.

Having identified a risk, we can plan ways to remove or reduce it. We might find a way to route the cable to remove the risk, or if not possible the cable could be covered so that a trip would be less likely, and warning signs might reduce the risk further.

How to do a Risk Assessment

Perhaps the first thing to check is whether an organisation providing facilities for an event (e.g. a hotel or conference centre) has a health and safety policy and an up to date risk assessment, together with public liability insurance. There is no point in duplication.

Apart from this, a risk assessment involves visiting the site(s) where an event is to be held, and asking the question 'What if...?'.

To focus our attention it is useful to use a check list, and consider each category in turn - some may not apply for a particular event.

- Gravity (slips, trips and falls)
- Fire and explosion
- Burns and scalds
- Chemicals
- Noise and vibration
- Radiation (sunburn, exposure to radioactivity)
- Manual handling (lifting and shifting)
- Machinery and tools
- Electricity
- Biological agents (allergens, infectious agents and toxins - e.g. food poisoning)
- Vehicles or animals
- Drowning
- Extreme weather

Having identified any hazards, in any of these categories, the next step is to evaluate the risk that each hazard might pose. If the risk is low, i.e. unlikely to happen and unlikely to cause more than minor injury, no control measures may be needed.

The table below can be used to facilitate that calculation.

Having done the calculation, consideration can be given to planning and implementing control measures to reduce the risk to an acceptable level. Remember that most control measures for the sorts of events we are likely to arrange are just common sense.

However some potential hazards will require special expertise, so do ask when necessary. I have included some information on food safety, taken from the Food Standards Agency website www.food.gov.uk, from which more detailed information can be sought.

Control Measures

How to record a Risk Assessment

Graham Exley has provided a standard form for recording risk assessments, which I have modified slightly and this form should always be used, along with various other I have designed or modified. See below.

But please do not record every remote risk you can think of! Just significant ones that need attention. It is fine to record that there is no unusual hazard if this is the case.

You may need several sheets!

Dealing with identified hazards

Having done the initial risk assessment, if you have identified any significant hazards, you will need to work out how best to avoid or minimise them. Don't follow the scoring system too slavishly; there may be instances where the risk score is below 10 but if it is easy to avoid it or minimise it then it may be worthwhile to do so. Please complete the appropriate Risk Management Form for each significant hazard.

'Control measures' need to be devised and implemented wherever there is a significant risk. There is a hierarchy of measures, and the word 'reasonable' must be borne in mind. We do not have to take extraordinary measures. Generally it is best to start with the highest member of the hierarchy and work down the list if necessary, until you are satisfied. There is no point in arranging supervision or warnings if the hazard can be removed or modified.

Consider the following questions for each hazard:

1. Can the hazard be eliminated completely? For example can we avoid a slippery area on a river bank, or a particularly awkward scramble when on a walk? If this is not practical, then we must find ways to minimise the risk of an accident.
2. Can the hazard be modified to make it safer? For example, we could spread chippings on a slippery path. We could ensure that lifting is done in a safe way, by giving suitable training and instructions.
3. Can we restrict access to a hazardous area to selected personnel? At a barbecue we do not want everybody milling around near the barbecues; we can arrange cooking and serving in separate areas. We can cordon off an area around the barbecues, train the cooks, and make everyone aware of the restrictions with verbal or written instructions, and with appropriate warning signs.
4. Would training be appropriate. Training need not be complex or lengthy - a few words of advice may be all that is necessary. However a record of training given must be created and retained. When dealing with the general public consider issuing a short Health and Safety briefing and/or erecting appropriate signs. An example could be erecting and using staging. It would be necessary to train staff to erect the

staging safely by providing staff with advice on lifting safely, and ensuring that barriers and signs are in place to reduce the risk of falls.

5. How do we ensure the safety of members of the public? See 3 above, but in addition we might need to ensure that responsible adults are designated in charge of any children. It would be essential to be very clear who is responsible for their safety, and how that duty will be carried out - remembering that we are all responsible for both our own safety and that of others. An instruction and/or a notice such as “all children under a certain age must be supervised by a responsible adult” might be appropriate. (Remember to check with the Club Protection Officer whether Criminal Record Bureau (CRB) checks are required.)

6. What further safety measures might be useful? An example is having fire extinguishers available at a barbecue.

7. If after all the above measures have been put in place there are still significant hazards, what else can we do? One option would be restricting the event to people who have an appropriate level of fitness, and another is using ‘personal protective equipment’. We can explain carefully what is expected - it would be no use expecting an unfit person to do a long and arduous walk in a limited time. We can advise (or insist on) the use of appropriate clothing and footwear, or high visibility jackets etc.

Managing the Event Safely

Having done the risk assessment, and put in place all the control measures, the last thing to do is to plan how to deal with the unexpected. This might be an accident, or a sudden illness. No matter how thorough you have been, accidents will happen and illness can strike unexpectedly.

The possible plans might include:

- Identifying a particular person to be responsible for ‘disaster’ management.
- Does anyone in the group have first aid skills?
- Should anyone in the group be carrying safety equipment such as an emergency bag?
- Knowing how to contact the emergency services - has anyone in the group a mobile phone, whether there is reception, or how to get to the nearest phone.
- Planning how to transport an injured or ill person to the nearest medical facility (walking wounded only!).
- Does anyone in the group have a medical condition that the leader should know about - i.e. a condition that might lead to an emergency such as diabetes, epilepsy, coronary heart disease or a severe allergy. If so, how might the ‘disaster manager’ handle such an emergency best?

I have adapted a form that Sunderland University used when I joined their Ornithology course a few years ago, which is intended to inform participants about the various hazards, the control measures in place and plans to cope with emergencies. This should be given to all members of a group before an event, e.g. a

walk, and could be displayed prominently when appropriate to warn members of the public of potential hazards. I have also prepared a version for organised walks.

Organising and training personnel

For most events this will not be necessary, but where there are significant risks that can be minimised by training people, then the process must be planned, implemented, and **recorded**. Consider backing up verbal training with written matter. Keep a record of who has been trained for any particular event, and if risks are high it may be best to ask them for signatures.

Coping when things go wrong

Actions to be taken

Should an accident occur, it has to be dealt with. Consider the following issues:

- Ensuring the safety of others (we don't want other people to be injured as well).
- Avoiding unnecessary risks to the rescuers.
- Ensuring the safety of the victim.
- Immediate treatment of the victim to prevent further damage to health.
- Assessing the need to access further assessment and treatment.
- Deciding the best way to access the emergency services if necessary.
- Working alongside the emergency services.
- Recording the incident and its management.
- Follow-up:
 - Contacting the victim's family where appropriate, to find out their concerns and answer their queries.
 - Reviewing what went wrong with a view to learning lessons and improving the control measures for the future.
 - Submitting copies of the written records to the Health and Safety Officer, for onward transmission to the District Safety Officer.
 - Taking legal advice should this prove necessary.

Recording

As you can see, recording the risk assessment, risk management, and incident reporting are all vital.

In the pages below I have borrowed and designed a portfolio of forms to make the whole process easier - both doing the assessments and plans, and recording them. Inevitably "one size fits all" is not always correct, so feel free to explore other ways of recording things. And if you come up with useful approaches please discuss them with me so they can be disseminated within the Club, and perhaps further afield, and incorporated in this manual.

You may of course print out as many copies as you need, and I shall put all this material on the website so that you can access it on the internet.

Learning

There is a lot of material, and the learning curve will be steep at times. Ideally each committee will be able to do these tasks independently, but initially it may be best to involve me at an early stage to facilitate this. Later I will need to see all the paperwork when it is complete to advise and approve the plans.

Food Safety

Food safety requirements are only relevant when members of the Club are involved in preparing and serving food.

There is an awful lot of information about this subject.

The Eatwell website of the Food Standards Agency is very useful for the sort of occasional catering the Club might do:

<http://www.eatwell.gov.uk/keepingfoodsafes>

The Hygiene Guide for Business is aimed at commercial caterers and suppliers, but does give a lot of information that might be useful if we were considering catering for a public event:

<http://www.food.gov.uk/multimedia/pdfs/hygienebusinessguide.pdf>

In a nutshell, the aim is to prevent food poisoning, by rigorous hygiene, thorough cooking, keeping food either cool or hot (but not in between), and avoiding contamination of one food by another (especially raw meat with cooked food).

I have copied and pasted much of the information about food safety from the Food Standards Agency into a separate document for you to use if you wish - it is 13 pages long, but it may be more enjoyable to use the website.

Evaluating the Risk

Severity factors

	Likely severity of injury
1	Minor cut or bruise
2	Serious bruising, abrasions, broken finger
3	Fracture, hospitalisation, > 3 day absence
4	Permanent disability
5	Fatality

Likelihood factors

	Likelihood – how likely is an injury
1	Extremely unlikely e.g. struck by lightning
2	Possible e.g. once in 10 years
3	Occasional e.g. once a year
4	Frequent e.g. once per week
5	Very frequent – more than once per week

Risk = Hazard factor x Likelihood factor.

A score of 10 or above is high risk; you must take action to reduce risk by introducing control measures.

Check List for a Risk Assessment

Category	Brief detail
Gravity (slips, trips and falls)	
Fire and explosion	
Burns and scalds	
Chemicals	
Noise and vibration	
Radiation (sunburn, exposure to radioactivity)	
Manual handling (lifting and shifting)	
Machinery and tools	
Electricity	
Biological agents (allergens, infectious agents and toxins - e.g. food poisoning)	
Vehicles or animals	
Drowning	
Extreme weather	

Risk Assessment Record Sheet

Event		Date	Sheet No.
Assessed by		Date	Last Revised

Retain a copy of this assessment for future reference

Hazard Description			
Severity			
Likelihood			
Risk = severity x likelihood			
Current Control Measures			
Changes Required			
Action			
By date			
By whom			

Risk Management Record Sheet

Event		Date	Sheet No.
Assessed by		Date	Last Revised

Complete this form for each significant risk identified and retain a copy of this assessment for future reference.

Hazard	
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Can the hazard be eliminated?

How?	:
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If not, how can we reduce the risk? Please explain below under each heading.

Modify the hazard	
Restrict access	
Allocate responsibility	
Provide safety equipment	
Consider fitness for the task	
Wear protective equipment	

Health and Safety Event Management Record Sheet

Event		Date	
Leader			

Description			
Location			
Is the event:	No more hazardous than daily life?	Hazardous?	Dangerous?

Hazards

Identified hazard	Level of risk (low, medium or high)	Risk reduction measures in place

Name of person with first aid knowledge	
How can the emergency services be contacted?	
Where is the nearest emergency service?	

Who should be contacted in the event of an emergency?	
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Please inform the leader if you have any medical condition that could that the leader should know about - i.e. a condition that might lead to an emergency such as diabetes, epilepsy, coronary heart disease or a severe allergy etc. If so, how might such an emergency best be handled?

Rotary District 1030 accident/incident report form

Rotary Club of Hexham

Event

PART 1 - TO BE COMPLETED BY CLUB HEALTH & SAFETY OFFICER

Name of injured person	
Date and Time of incident	
Nature of injuries	
Cause of incident or near miss	
Actions taken	
Name of Rotarian in charge	
Names of witnesses	
Exact location of incident	
Name of Club H&S Officer	
Signature	
Any further action taken or issues to be resolved	

PART 2 - TO BE COMPLETED BY DISTRICT SAFETY OFFICER

<u>Safety Officer's Management Report:</u>

Health and Safety Event Management Record Sheet for Walks

Walk		Date	
Leader		Start time	
Description			
Starting point			

Is the walk:

No more hazardous than daily life?	Hazardous?	Dangerous?

Length Km	Ascent and descent m.	Expected time to finish

Easy	Moderate	Strenuous	Stiles	Scrambling	Rough or slippery ground

Level of fitness required:

Modest	Fit	Very fit

Equipment required:

Footwear	Waterproofs	Warm layers	Food
Drink	Sunblock	Insect repellent	Other

Hazards

Identified hazard	Level of risk (low, medium or high)	Risk reduction measures in place

Safety equipment required, to be provided by the leader:

Health and Safety Event Management Record Sheet for Walks

(continued)

Name of person with first aid knowledge	
How can the emergency services be contacted?	
Where is the nearest emergency service?	

<p>_____ is aware of our plans, and should be contacted in the event of an emergency by phoning:</p>
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Please inform the leader if you have any medical condition that could that the leader should know about - i.e. a condition that might lead to an emergency such as diabetes, epilepsy, coronary heart disease or a severe allergy etc. If so, how might such an emergency best be handled?

The leader has inspected the route recently, and will be responsible for route finding. He or she is responsible for organising maps, compasses and other equipment needed to ensure the safety of the group.

Please ensure your level of fitness is sufficient for the planned walk, and that you are carrying appropriate equipment as listed above, and are appropriately clad and shod so that you are reasonably prepared for any deterioration in the weather or the unexpected. Please ensure you do not get separated from the group, but consider carrying a map just in case.