



DISTRICT HEALTH & SAFETY POLICY (Rev 6 – Aug 2024)

This document establishes the Policy, Organisation and Arrangements for the effective management of Health & Safety within District 105N in respect of the Service, Events and other Activities carried out within the District.

This Health & Safety Policy Document will be reviewed annually and revised as necessary in line with any changes in Legislation or best practice.

1.0 Policy Statement:

- 1.1 The District Governor, Officers of the Cabinet, together with the Specialist Officers appointed to promote the District activities recognise that a positive and proactive approach to Health & 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 and the public whilst undertaking Lionistic activities. To provide information, instruction, training and supervision as necessary and ensure that members are competent to carry out the duties and tasks assigned to them.
To ensure that any Plant & Equipment used in association with Lions activities is safe, maintained, tested as necessary and fit for purpose.
To consult with its members on matters which may effect their Health Safety and Welfare.
- 1.3 To assess, manage and minimise the risks to all who participate in the Service and Fundraising activities carried out by the District including Lions Club Members, helpers and Members of the General Public.
- 1.4 The Safety Management Strategy of District 105N 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 and to ensure that all reasonable steps have been taken to protect their health,

safety and welfare, whilst working at, or attending any function or event organised by any Lion 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 & 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 that as far as reasonably practicable the safety of all who participate, or may be effected by the activity.
- 1.7 This Health & Safety Policy will be reviewed and updated on an Annual basis or sooner in the light of changes in legislation or if substantial changes are made to the organisation and arrangements before the Annual review.

2.0 The Organisation for the Implementation of the Health & Safety Policy:

2.1 Officers of the Cabinet

The overall responsibility for the implementation of Health & 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 & Safety Policy and as adopted by this District Policy, the District 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 / Assistant H & S Officer

The District Health & Safety Officer and where applicable the Assistant Health & Safety Officer should assist the District Governor in the implementation of the Safety Management System and provide or obtain competent Health & Safety advice to all Clubs and District Officers as required. Safety performance should be monitored and reported on a regular basis to the District Governor and the Cabinet.

Copies of accident / incident reports should be forwarded to the District H & S Officer for retention.

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

2.4 District Legal Advice

The requirement for any necessary legal advice should be sought from the Multiple District Legal Adviser. Details can be found in the current Directory of Clubs and Officers.

2.5 Zone Chairmen

The District Governor will be assisted and supported by the Zone Chairmen in discharging their Health & Safety responsibilities, in the monitoring of Health & Safety standards as directed by the District Governor and documented in the Safety Management System.

2.6 District Officers / Advisers / Cabinet Team Leaders

Will implement the necessary Health & Safety Standards in accordance with the District Safety Policy and as 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 Presidents and Directors of the Club are responsible for the Health & Safety Standards as set out in the Multiple District Health & Safety Policy, together with arrangements published in the Multiple District Directory of Clubs and Officers and in accordance with this Policy Statement. It is expected that each Club will cooperate with the District Governor and the District Health & Safety Officer 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 & 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 & Safety responsibilities, each Club should appoint a Club Safety Officer / Adviser in accordance with International, Multiple District and District Arrangements for all Lions and Leo Clubs.

The Club Safety Officer / Adviser shall provide or obtain competent Health & 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 'Health & Safety Guidance for Lions' formerly called 'Road to Safety'.

In order to assist with H & S Communications, the names and email addresses of each Club H & S Officer / Adviser should be forwarded to the District H & S Officer each year.

2.9 All Lions

Every Lion has a duty of care to look after themselves and any others, such as members of the public who may be effected by their actions.

When carrying out Lionistic activities, they should cooperate with their fellow Lions to provide the necessary standards of Health & 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 & Safety Document

A copy of this Health & Safety advisory guidance document (Health & Safety Guidance for Lions) – formerly called 'Road to Safety' is available on the District Web Site. This document will be kept up to date to take account of changes in legislation and any relevant and update in 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 Insurance Provisions made within the Multiple District Directory of Clubs and Officers.

District and Club Safety Officers / Advisers are insured for Professional Indemnity. However, due care must 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 dwelling. Fire Certificates are no longer valid.

The organisers 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 a fire risk assessment, not the local Lions Club that may use the building. Further guidance on this can be found in the 'Health & Safety Guidance for Lions' 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, dependant on the activities and level of 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 assistance in the event of an accident, through to the need of 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 Food Allergies

There is now a legal requirement to provide the correct allergen information about the ingredients contained in food that Lions Clubs either produce themselves or serve to Lions and any member of the public at meetings or Lionistic events.

3.7 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 'Health & Safety Guidance for Lions' document.

3.8 Risk Assessments for District and Club Events

As previously indicated, 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 involving the General Public. The above assessment should be carried out at the Planning Stage of the activities and amended as necessary as the Planning progresses.

These assessments should be held, signed off and dated by a responsible person such as the organiser of the event.

3.9 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 & Safety Officer as soon as possible by landline, mobile or email.

This should be followed up by a documented report describing the occurrence, the details of any injured persons and witnesses, the root causes and any lessons learned from the occurrence.

4.0 Revision History:

Details of revisions to this document:-

Rev 0 - First Issue - July 2015

Rev 1 - Re-issued - August 2016

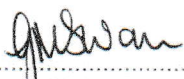
Rev 2 - Re-issued - August 2017

Rev 3 - Re-issued - August 2018

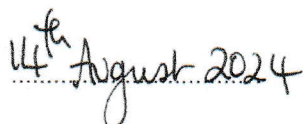
Rev 4 - Modified & Re-issued for New District 105N - July 2019

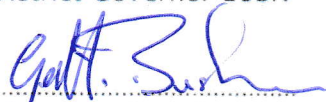
Rev 5 - Amended & Re-issued - Sept 2022

Rev 6 - Reviewed and Re-issued Aug 2024- References to 'Road to Safety' document changed to 'Health & Safety Guidance for Lions'
Minor wording changes.

Signed: 

Lion Gillian Swan
District Governor 105N

Dated:  14th August 2024

Signed: 

Lion Geoff Bushell
District H & S Officer 105N

Dated:  15 August 2024

GRB Aug 2024