



Multiple District 105 Lioness Clubs

Health & Safety

It is the policy of Multiple District 105 to ensure the health and safety of members, employees, volunteers and all others who may be affected by Lions activities within the Multiple District.

This will be achieved by encouraging the Clubs and Districts of the Multiple District to adopt, so far as is reasonably practicable, a duty of care when undertaking any Lion, Lioness or Leo Activity.

Lioness Clubs are covered by the Safety Policy of Multiple District 105 of the Association of Lions Club International. The policy is kept up to date and is reviewed at least once a year by the Lions Multiple District. The Document is copyright of Multiple District 105 but may be copied and used by Clubs and Districts within the Multiple District without permission.

It is the responsibility of every Lioness to endeavour to ensure the health and safety of all those affected by Lioness activities and to co-operate with their fellow lionesses in implementing the Multiple District 105 Lions Clubs Health & Safety Policy. You are encouraged to report anything relating to health & safety which gives you concern to your Club Safety Officer (or President if no Officer has been appointed).

Further information can be found on the Lions Multiple District 105 website:

<http://lionsclubs.co/MemberArea>

No matter how large or small an event you are organising, someone should be appointed to take responsibility for checking safety at the event. However, this does not mean that in the event of an accident, they would be to blame since it is the responsibility of all Club members to ensure an event is held as safely as possible. **Person(s) completing the checklist need not be conversant with every bit of health and safety legislation ever printed** but they must be able to apply common sense, record it and most of all be prepared to speak up if they see an unsafe situation arising.

A sample Safety Checklist and Risk Assessment form is available but it is not exhaustive, and you may need to amend to meet your requirements at club, function, event or activity level. These may be downloaded as templates from the **Lioness Multiple District 105 website:** <http://www.lionessclub.org>. Alternatively, you may already have a form of your own choice that you prefer; the important thing is to have a system in place for every event.

Mention should be made in the minutes of the Club business meetings if outside help is being used, e.g. family members/friends. If this is not known prior to the event, then a list of helpers should be made on the day and attached to the health and safety check list.

An accident report form/book should be available at all events. A sample form can be found and may also be downloaded and printed from the Lioness Multiple District 105 website: <http://www.lionessclub.org>

Remember:

- **Grade all identified risks/ hazards.**
- **Identify precautions / actions to take to minimise / manage the risk**
- **High Risks should be eliminated before the event**
- **Consider risk reduction action, e.g. ensure that trained medical staff are in attendance**
- **Make sure all Lionesses / partners / helpers involved are briefed on the risks identified and that they understand the precautions / actions they need to take to reduce risk.**

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Checklist

PARKING	YES/NO	REMARKS
Have you gained written permission to use the area		
Have you attained Police authority to use the route		
Is the car park large enough		
Is the car park clearly segregated from the main activity		
Is the car park in good condition and suitable for the number of cars anticipated		
Is there a separate parking area for the disabled		
Are entrances and exits clearly marked		
Is there a one way system in operation		
Is the route clearly marked		
Do you have adequate number of car park attendants		
Are the parking attendants clearly identified (HI VIZ)		
Do you have a separate route and parking area for organisers, officials, stall holders / entertainers etc.		
Do you have a separate emergency vehicle route		
Is the area clear of obstructions and hazards to vehicles		
Is lighting adequate for the time of day		
Is car park security required and has it been organised		
Have you advised local residents of traffic increase		
CROWD CONTROL	YES/NO	REMARKS
Do you have sufficient marshals available to control the crowd		
Are the marshals clearly identified (HI VIZ)		
Can you contact the marshals at all times		
Are barriers necessary to control the crowd		
Have barriers been erected properly and in the correct place		
Is Police advice and assistance required		
Is there a pedestrian right of way and is it clearly marked		
Are pedestrians separated from moving vehicles, side shows etc.		
Do you have adequate entrance and exits from the site		
Do you have adequate means of communication with the crowd		

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COMMUNICATION	YES/NO	REMARKS
Is your public address system in good working order		
Can you contact the emergency services		
Do you hold a list of important telephone numbers on site		
Do you have a means of contacting other personnel on site		
Is there any language barriers		

WELFARE	YES/NO	REMARKS
Are there adequate facilities on site (toilets etc.)		
Are the facilities clearly marked		
Will the facilities be cleaned on a regular basis throughout the event		
Is there full disabled access and facilities		
Do you have access to clear running water		
Do you have adequate litter control and disposal		

BUILDINGS	YES/NO	REMARKS
Do you have permission to use the building(s)		
Are all entrance and exit points clearly marked (including emergency exits)		
Is emergency lighting available and in good working order		
Are all stairs, corridors and walkways clear of obstruction		
Have all trailing wires being removed or adequately taped or covered		

OUTDOOR EVENTS	YES/NO	REMARKS
Will you be using tentage as accommodation		
Is the area of guy ropes protected against access		
Are generators in use and if so are they guarded from the public (not exhausting into buildings, tents or occupied areas)		
Is temporary lighting erected		
Are all service providers suitable qualified electricians etc		
Has recognition been given to the fire hazards associated with tents		
Have all possible hazards been checked		

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FOOD SERVICES	YES/NO	REMARKS
Is the service of food or drink part of the event		
Do you have a trained food handler on site		
Are the facilities up to standard (Clean and well equipped)		
Have you sufficient washing facilities		
Are there adequate facilities for the disposal of food and rubbish		
Has adequate instruction been given on the use of any equipment within the food/drink preparation areas		

YES/NO	REMARKS	

REMARKS		

YES/NO	REMARKS	

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FIRE	YES/NO	REMARKS
Have the Fire Authorities been advised of the event and requirements confirmed		
Do you have fire points		
Has adequate fire protection being installed (e.g. extinguishers, sprinklers, stairways)		
Do you have a detailed plan of the location of fire equipment		
Has the fire equipment been tested recently (i.e. in the last 12 months)		
Are all exit routes unobstructed and fire doors operational		
Are all exits clearly marked (day and night)		
Have you appointed fire marshals		
Do you have the fire brigade telephone numbers		
Are fire procedures on display (if appropriate)		
Has a fire drill been carried out (if appropriate)		
OUTSIDE CONTRACTORS	YES/NO	REMARKS
Are they all qualified operators		
Do they hold adequate insurance		
Have you seen the latest test certificate for the equipment		
Do they have risk assessments for their equipment		
Will the operators be on site during the night		
Have you seen proof of training		
INSURANCE COVER	YES/NO	REMARKS
Do your sponsoring Lions Club know the event is taking place		
Do you have adequate insurance cover		
Are all outside contractors covered by their own insurance (including stall holders, entertainers etc)		
Do you have to upgrade your insurance		
Have you consulted Lions Club International Insurers		

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GENERAL	YES/NO	REMARKS
Will one person be in overall control		
Are Club members fully conversant with all procedures		
Have smoking restrictions being put in place with appropriate signs		

The above list is an Aide Memoir to assist you in collating information when organising any function, event or activity.

It has been compiled from guidance Lions Multiple District 105 'Road to Safety' which can be studied in full in the 'Policy Documents' section within the website member area, <http://lionsclubs.co/MemberArea>.

It should be used in conjunction with the Risk Assessment that you make for each of your functions, events or activities.