



Rotary International  
in Great Britain & Ireland



# Health & Safety Policy for Clubs and Districts

July 2010

[www.ribi.org](http://www.ribi.org)



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## RIBI PRESIDENT'S INTRODUCTION



This is the second edition of the RIBI Health & Safety Policy booklet. It has been reprinted to include some minor amendments but primarily because it has been well received and the original print run has sold out. This in itself should be seen as a very positive situation and a clear indication that Rotarians, clubs and districts have adopted a positive approach to Health and Safety for Rotary events and activities.

Rotary clubs across these islands run a considerable vast number of events and activities. The vast majority are well organised, well managed and take place in a comfortable and reassuring atmosphere.

These are activities where health and safety is seen as normal practice. Evidence of this can also be seen in published reports of activities and is supported by the very limited number of accident claims reported to RIBI and the insurers.

The public perception of health and safety is not always good and far too often is based on misleading stories which owe more to a desire for circulation than promoting good practice. We need to be aware of this and to act or respond accordingly. This means ensuring that adequate risk assessments are carried out and followed through in order that Rotary maintains a positive image and that no participant, member of the public or any Rotarian suffers as the result of an accident or illness caused by a badly run activity or event.

So please continue to organise and run the multitude of events that individual members, clubs and districts run every year and please ensure that they are safe. If in doubt seek advice – you know it makes sense.

Play safe and enjoy your Rotary.

A handwritten signature in black ink that reads "David Fowler". The signature is written in a cursive, slightly slanted style.

David Fowler  
RIBI President 2009-10

**SAFETY MATTERS**

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# RIBI HEALTH & SAFETY POLICY

Rotary International in Great Britain and Ireland acknowledges that it has a responsibility to ensure that all Rotary Districts and Rotary Clubs within RIBI are made aware of the essential need to plan and organise all Rotary activities and events in a safe manner. RIBI is committed to ensuring that all reasonable steps are taken to safeguard the participants, members of the public, volunteers, Rotarians and anyone who may be in the vicinity of a Rotary event or activity from risk of injury or ill health resulting directly or indirectly from that activity or event.

RIBI is committed to:

- Promoting and encouraging development of safe practice as the normal acceptable standard for all Rotary events and activities.
- Providing all districts with information and advice to enable them to formulate and implement their own health and safety policies and to provide the same service to their respective clubs.
- Establishing systems and procedures that will ensure districts and clubs have access to up to date information and safety advice when so required.
- Developing and encouraging communication at all levels in order to develop the exchange of ideas and to promote best practice at all levels within RIBI.

The overall responsibility for safety at any Rotary activity or event lies with the district or club organising it. The responsibility for implementation of this, the overall RIBI safety policy, lies with the General Council of RIBI. In support of this policy the General Council will appoint an RIBI Health and Safety Officer who will report and operate through the membership services committee of RIBI. The Executive for each district within RIBI is charged with ensuring that the district and all clubs in their district develop and put into practice an effective working safety policy. Each District Executive and each club council should appoint a Safety Contact person, who will liaise with the RIBI Health and Safety Officer and other safety representatives in order to promote, encourage and develop suitable and sufficient health and safety practice at all Rotary events and activities.

This policy, and all related documents, will be reviewed by RIBI at the end of each Rotary year following which appropriate advice and updated documents, if so required, will be provided to all RIBI Districts. This policy, and any documents based upon it, should be re-validated annually as appropriate.

Signed by Club President.....Date of signing .....

Signed by Club Secretary.....Date of signing .....

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## SAFETY MATTERS

## **GLOSSARY OF HEALTH & SAFETY TERMINOLOGY**

**ACCIDENT** The Health and Safety Executive (HSE) definition is any unplanned event that results in injury or ill health of people, damage to property, damage to the environment or loss of materials. In a work place, the loss of a business opportunity may also be used as a definition.

**ARSON** A serious criminal offence. Currently some 30,000 buildings a year and 45,000 vehicles a year are set on fire deliberately. The cost to the UK economy exceeds £500 million per year. Attacks on public and community buildings are becoming more common.

**CRIMINAL PROCEEDINGS** Criminal proceedings can be started as the result of an accident. Criminal proceedings relate to an action in a Magistrates Court or Crown Court which are the result of a police investigation and/or a criminal prosecution [See also negligence].

**CIVIL PROCEEDINGS** Action taken by an individual, who has been injured, against the person or organisation whom he, or she, believes to have been responsible for that accident. If successful, the person initiating the proceedings (The Claimant) will receive financial compensation known as damages of an amount decided upon by the court. The burden of proof is based upon the balance of probabilities rather than proven guilt. Many cases are settled out of court.

**COMPETENCE** Defined in health and safety law as a person who has knowledge, experience, capability, and where relevant the qualifications to undertake a specific task. When carrying out a task, or asking someone else to carry out a task which may have potential for causing harm to another person, there is an essential need to ensure the person is competent to handle the job or task involved. Failure to do so may render both the person carrying out the task and the person placing instructions open to a claim of negligence in event of an accident.

**COSHH** An acronym for Control of Substances Hazardous to Health. These regulations are made under the Health and Safety at Work Act. Employers are obliged to identify any chemicals or hazardous materials that are present or used in the workplace and to put in place suitable controls and precautions. While these regulations may not be seen as applying to most Rotary clubs it is important to make maximum effort to comply as a failure may be seen as a breach of your duty of care.

**DDA** An acronym for the Disability Discrimination Act 2005. This Act is principally about preventing discrimination against those with any form of disability. This covers a whole range of disabilities including sight, mobility, hearing and much more. It applies to any club or association with more than 25 members and includes requirements that fall under the heading of both health and safety and fire safety. Safe access for members and visitors to any meeting is just one area covered by the DDA.

**DUTY OF CARE** This is the common law duty that we owe to each other which requires that we take care not to do anything that may damage or injure any other person. Any act or omission that, subject to the application of a judgement of reasonableness that resulted in damage loss or injury to another person, may be seen as a breach of your duty of care. If negligence was established then action, as defined under earlier heading of Civil Proceedings, may result. Duty of Care is not defined or specified as such in Health and Safety legislation although there are clearly defined requirement to protect others including employees and members of the public.

## **SAFETY MATTERS**

**ENVIRONMENTAL PROTECTION** Arrangements made to cover those activities which may cause damage to flora, fauna, water, soil and air. These include disposal of waste, handling and disposal of effluent and activities such as burning of waste or discharges of noxious materials into the atmosphere.

**HAZARD** Anything with the potential to cause harm. For example faulty electrical equipment, a hole in the ground, a dangerous chemical, a blocked fire escape exit or route or a structure that is unfit for purpose.

**HEALTH AND SAFETY AT WORK ACT** [Voluntary activities] This is the principle piece of work safety legislation. It is an enabling Act which means the Government can make regulations under this act without need to apply for a new Act of Parliament. A wide range of regulations already exist and these cover a range of subjects including electricity, asbestos, chemicals, mess rooms and much more. While the legislation as a whole does not apply to non work activities, including the majority of Rotary events, the HSE recommend [See list at end of book for document HSG 192 Health and Safety Guidance for Charity and Voluntary organisations] that the regulations should be adopted and treated as guidance to good practice.

**HEALTH AND SAFETY AT WORK ACT** [Employed activities] In circumstances where employment is involved, such as where a Rotary club owns premises and employs staff, the Health and Safety at Work Act and regulations made under the Act apply in total. In such circumstances this document will not provide full information about liabilities and duties imposed on the club as an employer.

**INSURANCE** All Rotary clubs and Rotarians have insurance cover while engaged in or taking part in Rotary activities. Cover includes legal liability, employer's liability, public liability, legal expenses, slander, libel and specific club property. There are conditions that must be met such as the requirement for risk assessments to be carried out. If your club does not have a current copy of the RIBI insurance guide you should obtain one from the RIBI website and read it as soon as possible. Log in to [www.ribi.org](http://www.ribi.org). The insurance documents are found at [www.ribi.org/resources/clubs/insurance](http://www.ribi.org/resources/clubs/insurance).

**PAT TESTING** An acronym for Portable Appliance Testing. There is a requirement under health and safety legislation and under Electricity at Work Act to ensure that all electrical devices are fit for purpose and safe to use. This form of testing is one method of achieving the requirement to ensure devices are safe. Routine visual inspection before use should be a part of the safe approach to use of electrical equipment.

**RIDDOR** An acronym for Reporting of Injuries Diseases and Dangerous Occurrence Regulations These regulations are part of the Health and Safety at Work Act. While these regulations apply specifically to the workplace, the general advice is to adopt the principle and, in the event of any accident that involves a fatality, serious injury or more than three days off work as the result of an accident, report matter to insurers immediately and advise HSE. Some accidents, such as fair ground rides, also require reporting to the Health and Safety Executive regardless of whether it is classed as work or not.

**REGULATORY REFORM FIRE SAFETY ORDER** Current and all embracing Fire Safety Legislation introduced in 2005. This legislation, in effect, reforms and replaces nearly all previous fire safety legislation. This includes all premises and structures including tents and marquees used by the public with the exception of single private dwellings. It clearly identifies the responsible person for any particular building or structure and defines general fire precautions. These regulations will apply to meeting places used by clubs and will identify the responsible person as the owner or manager of premises.

## **SAFETY MATTERS**



**RISK** The likelihood of a substance, activity or process causing harm and the severity of the harm if it does occur. For example damaged electrical equipment left exposed to touch in an accessible place or the deep unfenced hole next to an unlit public path.

**RISK ASSESSMENT** A simple process of examination and consideration of both risk and hazard in order to:

1. Identify potential for accidents to occur.
2. Identify means of eliminating or reducing chances of anyone being injured. Results should be recorded in a simple, easy to understand form including any findings and actions called for as a result of the assessment.  
After any event the assessment should be reviewed in order to ensure that anything that occurred is noted and lessons learnt for future events.

**RESIDUAL RISK** The very small element of risk that may remain after actions identified during risk assessment have been implemented. Residual risk should always be very small or have little potential impact on those likely to be involved or affected. For example, the hole in the ground has been fenced, boarded over and two temporary lights fitted. There is an unlikely chance of both lights failing, this could be treated as a minimal residual risk.

**MANUAL HANDLING** Regulations made under the Health and Safety at Work Act which impose requirements for safe methods of work and suitable equipment where manual effort is employed pushing, pulling, lifting or handling in any way heavy or difficult loads. Injuries to hands, feet and back are far too common where poor handling is involved. Lifting and laying out dozens of folding tables and chairs may look easy when it is carried out correctly but if not the risks can be onerous.

**NEAR MISS** Any incident which could have resulted in an accident. Knowledge and understanding of near misses is important since it has been established that for every 300 near misses there is likely to be 30 minor accidents and 1 major accident. As an example the man who walks up to the hole at side of the path in the dark and realises and stops when his foot touches a pile of earth - this could well be a near miss.

**NEGLIGENCE** The only tort or civil wrong normally seen in health and safety matters. Negligence in this context is a lack of reasonable care or conduct that may result in injury or financial loss of or to another person. An early legal definition from 1856 stated negligence was judged to involve actions or omissions and the need to reasonable and prudent behaviour This is still a valid consideration. Such matters would normally be dealt with in a civil court and not by Magistrates or a Judge in the Crown Court. Failing to carry out a suitable risk assessment for an activity during which an accident occurred may well be seen as negligence. As an example hiring a marquee and allowing someone with no training or knowledge to erect it may be seen as negligent if it then collapsed on someone inside.

## RISK ASSESSMENT

The nature of the potential problem

- Assessment before, during and after an activity or event in order to ensure it is safe.
- The risk of accidents or injury resulting from unfamiliar premises.
- The risk of accidents or injury resulting from failure to make adequate plans in advance.
- The risk of accidents or injury because of lack of manpower to manage event.
- The risk of accidental injury resulting from careless actions of other people.

Typical results and effects of non-compliance

- An avoidable accident of any type resulting in injury or loss because no one recognised risk.
- Investigation by insurers with possible reduction or loss of insurance cover.
- Investigation after an incident by HSE or Fire Authority depending on nature of incident.
- Negative PR that may damage future events.

Known instances at Rotary events

- Kids Out with no communication plans in place. One child taken ill. No one could contact other members of party. Risk assessment under health and safety and in compliance with Club Protection Policy should have foreseen the potential risk and put suitable procedures in place.

What needs to be done?

- Prior to the event, organisers must appoint one person to carry out risk assessment.
- Person appointed must seek out expertise where so required and if in doubt about any matter.
- Assessment carried out and recorded in writing with copies to all involved in running event.
- Form of record is a matter of choice for those carrying out the assessment.
- Assessments should be concise, address real issues and should not centre on minor issues.
- Identify risks, decide how risk can be eliminated or reduced to an acceptable safe level.
- Categorise risks based on chances of it occurring and degree of impact.
- Review at club council after event and retain record with any corrections for next event.

**SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!**

### **Legal requirements**

*Risk assessments are important and are a requirement under the Management of Health and Safety at Work Regulations 1999. While Rotary activities may not be required to comply fully with these regulations, the HSE recommends that adoption of these requirements is advisable and may be seen as evidence of good practice and will lessen chances of an accident occurring.*

### **Sources of further information**

Guidance on HSE website at [www.hse.gov.uk](http://www.hse.gov.uk) or by post, examples of risk assessments for various types of risk and Five Steps to Risk Assessment.

HSE Info Line: **0845 345 0055**

Book from Charities Safety Group for Charity and Voluntary Workers HSG 192, available by mail order from: **01787 881165**

RIBI Insurance guide booklet available on the RIBI website, [www.ribi.org](http://www.ribi.org)

Advice from RIBI insurance brokers Sutton Winson: **020 8891 4021** or

[www.suttonwinson.com](http://www.suttonwinson.com)

## LIFTING AND MANUAL HANDLING

The nature of the potential problem

- The need to move items particularly furniture such as tables which are heavy or bulky.
- The need to move lift, push or simply manoeuvre heavy or awkward items.
- Need to move things between levels of a building when there is no lift.
- Moving and handling of wheelchairs.

Typical results and effects

- Broken bones, abrasions and lacerations.
- Trapped feet and trapped fingers.
- Back damage due to weight of items or poor handling technique.
- Elderly people are at greatest risk of severe injuries such as broken hips.
- Damage to items being moved and/or premises when items are dropped or involved in impact.
- Risk of negative PR that may damage future events.

Known instances at Rotary events

- Rotarians assembling and erecting steel frame and wooden slot in board stage trapped a finger when board was being inserted and slipped.
- Rotarian moving fold-up table single handed dropped one on his own foot causing damage to toe.

What to watch out for

- Deceptively heavy items.
- People trying to lift or move heavy items on their own.
- Lack of experience or instruction.
- Anyone who has a previous back or upper limb injury.
- Containers full of liquids.
- Hot items and in particular hot liquids.
- Odd shaped or bulky items.
- Loose packed Items that may shift or change shape when moved.
- Lifting beyond reach or overhead.
- Need for protective items such as gloves or protected toe caps.

What needs to be done

Manual handling training at district level for all club members following which a signed record should be prepared, updated at regular intervals and retained by the club.

Also take account of information on page 10 in order to avoid combination of poor handling and slips, trips or falls as this can increase both the risk and impact in event of an accident

### **SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!**

#### **Legal requirements**

*Manual Handling Regulations 1992 as guidance to best practice. While Rotary activities may not be required to comply fully with these regulations, the HSE recommends that adoption of these requirements is advisable and may be seen as evidence of good practice and will lessen chances of an accident occurring at an event.*

#### **Sources of further information**

HSE website at [www.hse.gov.uk](http://www.hse.gov.uk) for posters and leaflets dealing with manual handling.

HSE Info Line **0845 345 0055**

Book from Charities Safety Group for Charity and Voluntary Workers HSG 192, available for mail order from: **01787 881165**

Local training organisations that can provide manual handling training.

St John Ambulance run a half day course covering basic requirements: **08700 10 49 50** or [www.sja.org.uk/training](http://www.sja.org.uk/training)

## TRIPS, SLIPS AND FALLS

The nature of the potential problem

- People tripping over uneven floors or misplaced objects.
- Tripping over cables and, in particular, badly used extension leads.
- Slipping on wet floors or where spillage has occurred.
- Poor lighting leading to trip hazards not being clearly seen.

Typical results and effects

- Broken bones, abrasions and lacerations.
- Very high cost overall with increased insurance premiums and social security claims.
- Over 31% of all major injuries in work place are result of slips trips and falls.
- Elderly people are at greatest risk of severe injuries such as broken hips.
- In over 90% of cases injured person has at least one week's absence from work.
- Leads to negative PR and may damage future events.

Known instances at Rotary events

- Lady at a Rotary dance broke her wrist after slipping on spilt wine.
- Member of orchestra slipped and fell from stage.
- Visitor to Rotary event tripped over barrier around a Christmas tree.
- Guest fell from temporary staging which had been incorrectly modified by Rotarians.

What to watch out for

- Wet or very dusty floors.
- Spillage of drinks and other liquids on polished floors.
- Loose mats on slippery floors.
- Wet or icy weather conditions on untreated paths.
- Poor use of extension leads.
- Obstacles and rubbish left on exit routes and walkways.
- Sloping and uneven floors.
- Unsuitable footwear on slippery floors.
- Damaged staircases.
- Inadequate, uneven or low level of lighting.
- Trailing leads for projectors.
- Microphone leads.

**SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!**

### **Legal requirements**

*Risk assessments are a requirement under the Management of Health and Safety at Work. Regulations 1999. While Rotary activities may not be required to comply fully with these regulations, the HSE recommend that adoption of these requirements is advisable and may be seen as evidence of good practice and will lessen chances of an accident occurring at an event.*

### **Sources of further information**

*HSE website at [www.hse.gov.uk/watchyourstep](http://www.hse.gov.uk/watchyourstep) for leaflets and posters.*

*HSE Info Line: 0845 345 0055*

*Book from Charities Safety Group for Charity and Voluntary Workers HSG 192, available by mail order from: 01787 881165*

**SAFETY MATTERS**

## **FIRE SAFETY**

The nature of the potential problem

- A fire in the premises being used or immediately outside the premises.
- Unsuitable liquid or gas fuelled equipment brought into and used within premises.
- Lack of suitable instruction and procedures to follow in event of fire.
- Lack of suitable fire fighting equipment and practical knowledge about its use.
- Use of items employing naked flame such candles or heaters.

Typical results and effects

- Risk of fatal or serious injury to any one present.
- Inhalation of smoke at high temperature – one lungful can be fatal.
- Damage to premises and loss of property which may not always be insured.
- Cancellation of current and future events.
- In event of a fire related injury there will be high chance of investigation and prosecution.
- Increased insurance premiums.
- Leads to negative PR and may damage future events.

Known instances at Rotary events

- A Rotarian burnt his hand while refuelling a running generator
- A Rotarian hospitalised after inhaling exhaust fumes from a generator. Resulted in loss of part of stomach lining

What to watch out for

- Premises which give impression of being badly maintained.
- Lack of fire extinguishers or other fire fighting equipment.
- Absence of any formal procedure or notices detailing action to be taken in event of fire.
- Blocked, locked or absence of adequate exits from building.
- Introduction into building of liquid or gas fired portable equipment.
- Disinterest or obvious lack of knowledge about fire safety by owner or manager of premises.
- Children playing with matches. See also page 12 dealing with arson.
- Faulty, unsuitable or untested electrical equipment. This is single biggest fire risk in the UK.

### **SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!**

#### ***Legal requirements***

*Regulatory Reform Fire Safety Order 2005 applies in workplace and in almost all other buildings with exception of some isolated farm buildings, single occupancy dwellings, offshore rigs and some military premises. The RRFO requires a fire risk assessment to be carried out on nearly all premises to which public has access.*

*In Scotland: Section 3 of the Scotland Act 2005 and amendments 2006 deal with fire safety in Scotland in similar manner to Regulatory Reform Fire safety order for England and Wales.*

#### ***Sources of further information***

*Fire Safety Risk Assessment in Small to Medium Places of Assembly, ISBN 13 978 85112 820 4 from Department for Communities and Local Government: **0870 830 7099***

*Also available as download for free at:*

***[www.communities.gov.uk/publications/fire/firesafetyrisk7](http://www.communities.gov.uk/publications/fire/firesafetyrisk7)***

*Contact fire prevention department in local fire authority who can provide advice and guidance but may not be in a position to make advisory visits. Ask competent local companies to provide basic fire safety training.*

## ARSON

The nature of the potential problem

- Fire setting to premises or to combustible items left outside of premises.
- All the effects and results as detailed on page 13 Fire Safety.

Typical results and effects

- Risk of fatal or serious injury to any one present.
- Inhalation of smoke at high temperature – one lungful can be fatal.
- Damage to premises and loss of property which may not always be insured.
- Cancellation of current and future events.
- High chance in event of fire if injury occurs of investigation and maybe prosecution.
- Questions about how and when which may take a lot of time and effort.
- Leads to negative PR and may damage future events.

Known instances at Rotary events

- No known incidents reported. This should not, however, be seen or treated as a no risk situation since arson is on the increase.
- Current cost of arson in the UK is around £53.8 million per week.

What to watch out for

- In addition to information listed on page 13 Fire Safety.
- Strangers acting suspiciously on or near premises.
- Signs of small burn damage.
- Security of premises to keep intruders out.
- Avoid unsecured wheelie bins for arsonists to use.
- Unexplained appearance inside or near premises of waste or combustible materials.
- The unexpected return of anyone who has been excluded from premises or who has made threats.

### SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!

#### **Legal requirements**

*Regulatory Reform Fire Safety Order 2005 applies in almost all buildings with exception of some isolated farm buildings, single occupancy dwellings, offshore rigs and some military premises. Taking account, in fire risk assessment, of the possibility of an arson attack is a specific concern covered by this legislation.*

*In Scotland: Section 3 of the Scotland Act 2005 and amendments 2006 deal with fire safety in Scotland in similar manner to Regulatory Reform Fire safety order for England and Wales.*

#### **Sources of further information**

*Arson Prevention Bureau for leaflets and information:*

***[www.arsonpreventionbureau.org.uk](http://www.arsonpreventionbureau.org.uk)***

## SAFETY MATTERS

## **FIREWORK DISPLAYS AND PARTIES**

The nature of the potential problem

- Risk associated with firework displays and parties managed by untrained persons.
- The combination of alcohol and fireworks can be lethal.
- Fireworks displays and firework parties are specifically excluded from RIBI insurance cover.

Typical results and possible effects

- Fire damage to property where display takes place.
- Fire damage to other people's property adjacent to site of display.
- Personal injury to visitors and onlookers.

Known instances at Rotary events

- Incident resulting in a claim where sparks from a bonfire caused facial injuries to a child.
- It is recognised and widely known that some clubs arrange firework parties.
- These parties are generally held in someone's garden under guise of a private event.

What to watch out for

- Fire work parties organised and run by untrained people.
- Firework parties in enclosed areas near to building or to roads.
- Lack of adequate supervision particularly for small children
- Fireworks that are not made to a recognised standard such as BS 7114.

Suitable events.

- Professionally organised and supervised events staged at a suitable location under control of operators who are trained and certified to organise firework displays.

### **FIREWORKS CAN BE FUN - DON'T BE A KILLJOY, GO TO A SAFE DISPLAY**

#### ***Legal requirements***

*Explosives Act 1875 imposes limits and controls on modification to fireworks.*

*The Fireworks Act 2003 restricts sales and imposes time limits on use.*

*Amended legislation in 2004 and 2005 restricts sale and use of category 3 & 4 fireworks.*

*Amended legislation in 2004 and 2005 imposes limits on age of purchaser of fireworks.*

*In Scotland: Section 3 of the Scotland Act 2005 and amendments 2006 deal with fire safety in Scotland in similar manner to Regulatory Reform Fire safety order for England and Wales.*

#### ***Sources of further information***

*[www.dti.gov.uk/fireworks/law.htm](http://www.dti.gov.uk/fireworks/law.htm) for guidance on legal requirements.*

*[www.fireworks.co.uk](http://www.fireworks.co.uk) for manufacturer's views and safe practice from a firework company.*

## **SAFETY MATTERS**

## FIRST AID

The nature of the potential problem

- Rotarian or visitor taken ill at a Rotary event or meeting.
- Injury resulting from an accident at a Rotary event or meeting.
- Sudden illness such as a stroke or heart attack.

Typical results and effects

- Injury or illness that in some cases may be dangerous requiring rapid attention.
- Potential for disruption and panic at an event or meeting adding to problem.
- Potential for someone to make a claim if negligence or lack of due care can be established.
- Leads to negative PR and may damage future events.

Known instances at Rotary events

- A lady at a Rotary dance broke her wrist after slipping on spilt wine and required first aid.
- A Rotarian at a Christmas dinner had mild stroke which was not immediately recognised.
- No doubt many more which will have been seen as minor incidents and gone unreported.

What to provide

- Competent, trained and preferably certified first aid cover provided at all Rotary events.
- At least one member of your club who has qualified as a first aider or appointed person.
- Information and awareness amongst Rotarians of action to take in event of a stroke.
- Information and awareness, while respecting confidence, if you have a diabetic member.
- Basic first aid equipment in Club premises and at all events.
- Draft procedure based on risk assessment detailing action in event of accident or illness.
- At large events, provision of suitable and sufficient cover provided by qualified people.

**SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!**

### **Legal requirements**

*Health and Safety (First Aid) Regulations 1981. While Rotary activities may not be required to comply fully with these regulations, the HSE recommends that adoption of these requirements is advisable and may be seen as evidence of good practice.*

*Minimum level of cover 1 first aid box and 1 First aider for up to 50 people.*

### **Sources of further information**

*St John Ambulance. National enquiries for training: 08700 10 49 50 or [www.sja.org.uk/training](http://www.sja.org.uk/training)*

*The Stroke Association: [www.stroke.org.uk](http://www.stroke.org.uk)*

*Book from Charities Safety Group for Charity and Voluntary Workers HSG 192, available by mail order from: 01787 881165*

## SAFETY MATTERS



## DRIVING AND USE OF VEHICLES

The nature of the potential problem

- Use of privately owned vehicles for Rotary purposes.
- Suitability of vehicles for specific task or job.
- Possession of valid current licenses, valid MOT and correct suitable insurance.

Typical concerns

- Concern amongst the owners of vehicles about risk of damage.
- Ensuring that if & where running costs are covered there is no conflict with Road Traffic Act.
- Insurance may not provide full passenger cover if vehicle is being used for a Rotary activity.
- If vehicle is a mini bus the driver's licence must include category D. Now a separate test.
- In a "multi vehicle activity" a means of communication between vehicles for safety is desirable.
- Problems may lead to negative PR and may damage future events.

Known instances at Rotary events

- Elderly passenger ill in vehicle this required professional cleaning.
- With volume of cars in use by Rotarians there are likely to be many instances where cars have been used successfully and some where problems have occurred and not been reported.
- Elderly driver unable to deal with passenger with personal mobility difficulties.

What to look for

- Vehicle suitable for purpose in terms of access particularly for elderly or disabled passengers.
- Driver's physical ability to deal with elderly or disabled passengers.
- Vehicle that is in good serviceable condition correctly taxed and insured.
- Confirmation in writing, or in certificate of insurance, that voluntary activities are covered.
- Consider use of a community minibus which should resolve many of the issues and concerns.
- Make sure that, where it applies, the Rotary Club Protection policy is complied with.
- Driver's knowledge and competence where dealing with passengers with disabilities is up to date.
- Driver to insist that all passengers and particularly children wear seat belts.
- When carrying children correctly sized seat belts and suitable booster seats are essential.
- Driver has a legal responsibility to ensure that children wear seat belts.
- All seat belts must be correctly fitted with 3 point anchorage and inspected before use.
- Driver must have current valid driving license, MOT for vehicle and correct up to date insurance.
- Avoid eating, drinking, use of mobiles, use of navigation aids or any other distraction for driver.

### SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!

#### **Legal requirements**

*Health and safety legislation for dealing with use of vehicles is primarily concerned with goods vehicles, agricultural vehicles, excavators or similar such vehicles. This is not relevant to normal Rotary activity. Road traffic acts, vehicle construction regulations and compulsory vehicle insurance all apply.*

#### **Sources of further information**

*Highway Code re-issued 2007. Community Transport Association advice line: 0845 1306195  
Book from Charities Safety Group for Charity and Voluntary Workers HSG 192,  
available by mail order from: 01787 881165*

## ROAD RUNNING AND CYCLE EVENTS

The nature of the potential problem

- Activities or events carried out on public roads or in places open to public.
- Risk of vehicle related accidents involving participants, spectators or members of public.
- Obstruction of public roads, private access and access for emergency services.

Potential results and effects of non-compliance

- An avoidable accident resulting in loss or injury because no one recognised risk.
- Investigation by police with risk of prosecution if law relating to safe road use is broken.
- Investigation by insurers and risk and possible reduction or restriction of insurance cover.
- Negative PR for Rotary and risk that future events may be banned or restricted.

Known instances at Rotary events

- Minor accident when runner fell and damaged leg and first aid was delayed because ambulance could not get through the mass of runners to reach scene of accident.
- Runners bumping into each other particularly at start of road race causing minor avoidable injuries.
- Conflict between vehicle driver and runner who both felt they had a right to be on the road and both being warned by police for a public order offence.

What to look out for

- Plan route carefully, review after every event and carry out a detailed risk assessment.
- Include in assessment access to properties along the route particularly for fire and ambulance.
- Provide adequate marshalling at every point where a risk or danger has been identified.
- Provide first aid and ensure that the first aiders have adequate means of communication.
- Carefully position first aiders in order to minimise risk of delay in responding to any incident.
- Check weather conditions immediately before the event.
- Have bad weather plans ready in case of dangerous conditions.
- If this is your first event, seek guidance and help from others who have run successful events.
- Tell RIBI insurers that the event is taking place and, in particular, advise of numbers taking part.

### SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!

#### **Legal requirements**

*Risk assessments are a requirement under the Management of Health and Safety at work regulations 1999. While Rotary activities may not be required to comply fully with these regulations, the HSE recommends that adoption of these requirements is advisable and may be seen as evidence of good practice and will lessen chances of an accident occurring at an event. Police and local authorities have powers to ban or stop a road running or cycle event. CONSULT AT EARLIEST OPPORTUNITY.*

#### **Sources of further information**

HSE website at [www.hse.gov.uk](http://www.hse.gov.uk)

Home Office Good practice Guide to road events

[HTTP://police.homeoffice.gov.uk](http://police.homeoffice.gov.uk)

HSE Info Line: 0845 345 0055

Book from Charities Safety Group for Charity and Voluntary Workers HSG 192 available by mail order from: 01787 881165

## CATERING FOR ROTARY EVENTS

The nature of the potential problem

- Risk of causing sickness amongst visitors and Rotarians attending an event.
- Dealing with any aftermath of food poisoning or sickness.
- Financial losses in event of a problem with food that is unfit for sale or consumption.
- Disposal of waste food that is unfit for consumption.

Typical results and effects

- Risk of sickness which could be long term and in exceptional circumstances fatal.
- Dealing with immediate health effects and arranging medical attention.
- Dealing with and answering enquiries from Public Health Officials.
- Difficulty in establishing extent or spread of problem and responsibility.
- Closure of event involved and potential damage to future events.

Known instances at Rotary events & specific advice

- No specific instances known or recorded at Rotary events. The level of incidents at events run by other organisations is not good and without due care and attention food hygiene problems could easily affect a Rotary event or activity.
- Consider arranging for a club member to obtain a simple basic food safety qualification in order to have suitable advice immediately available while demonstrating competence to members of club and public attending event.

Good practice to look out for

- Cleanliness of work areas.
- Suitable clean catering & serving equipment.
- Adequate hand washing facilities.
- Adequate food and equipment washing facilities.
- Suitable food storage facilities.
- Cold storage or freezers where needed.
- Properly laid out working areas.
- Obtain and use a catering thermometer.
- Covering or tying back of loose hair.

Bad practice to eliminate

- Involvement of anyone who is unwell.
- Open cuts or abrasions on hands.
- One person handling food and money.
- Food displayed in open containers.
- Unsuitable or dirty working clothes.
- Accumulations of waste food.
- Undercooked or overcooked food.
- Anyone serving food and wearing jewellery.
- Trips, slips and falls.

The two biggest problems:

1. Avoid involvement of anyone who has not been suitably instructed, trained or recruited at last minute without adequate preparation.
2. Keep food, hot or cold, outside of the danger zone between 5C and 63C

### SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!

#### **Legal requirements in workplace**

*Risk assessments are a requirement under the Management of Health and Safety at Work regulations 1999. A risk assessment is required for catering element of any activity.*

*Please become familiar with the following:*

*Food Safety Regulations 1995.*

*Food Temperature Controls 1995.*

*Food Safety Act 1990.*

*Caution: Food Safety and Hygiene regulations apply to all activities, other than at home, where food is sold or given away. Particular attention is needed when catering is provided for more than five days.*

#### **Sources of further information**

*HSE website at [www.hse.gov.uk](http://www.hse.gov.uk) HSE Info Line: 0845 345 0055*

*HSE Information Catering Sheet 11*

*FSA Food Standards Agency: [www.eatwell.gov.uk/keepingfoodsaf](http://www.eatwell.gov.uk/keepingfoodsaf)*

*Book from Charities Safety Group for Charity and Voluntary Workers HSG 192, available by mail order from: 01787 881165*

*Contact Local authority to confirm if there are any specific requirements' that apply in your area.*

## **MANNING OF ROTARY EVENTS AND ACTIVITIES**

The nature of the potential problem

- Ensuring physical safety of visitors, participants & Rotarians at any event or activity.
- Arrangements and provision of competent stewards and safety equipment.
- Control and limitation, where required, of access to an event.
- Need for means of internal and external communications.
- License requirements [where applicable] of local authority, police or fire authority.

Possible results and effects

- Overcrowding with risk of numbers in attendance exceeding safety limits.
- Disorderly or anti social behaviour by uninvited people.
- Injury or loss affecting any or all those attending.
- Closure of event or activity in event of disorder.
- Poor public image and damage to future events.
- Accidents such as tripping and falling if adequate clear exits are not provided.

Known instances at Rotary events & advice

- No specific instances known or recorded at Rotary events. The reported incidence of non Rotary events that get out of hand proves that problems frequently occur.
- Establish before planning starts if a license is required.
- Contact and advise insurers if numbers exceed 2,500 at any event.

Good practice to look out for

- Limit and control access to events.
- Provide visible control of entrance.
- Establish safe attendance levels.
- Adequate level of stewarding.
- Communication between organisers.
- Emergency procedures and actions.
- Event stewards fully briefed and easily identified.
- Briefing on exit routes and procedures.

Try to Eliminate

- Participants under influence of alcohol.
- Provision of first aid cover.
- Obvious collection of entry money.
- Overcrowding at event Layout which restricts access in emergency.
- Inadequate lighting for events during hours of darkness.

**SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!**

### ***Legal requirements***

*Risk assessments are a requirement under the Management of Health and Safety at work regulations 1999. Licensing requirements of local authority or district council for public events.*

### ***Sources of further information***

*HSE website at [www.hse.gov.uk](http://www.hse.gov.uk) HSE Info Line: 0845 345 0055*

*Book from Charities Safety Group for Charity and Voluntary Workers HSG 192, available by mail order from: 01787 881165*

**SAFETY MATTERS**

## ENVIRONMENTAL ISSUES

The nature of the potential problem

- Production of waste of a solid, liquid or gaseous nature must be controlled and avoided.
- Any waste produced during an event needs to be minimised.
- Any waste left at end of an event must be removed safely and disposed of legally & correctly.

Typical results and effects

- Contact with waste, depending upon type, may result in injury or sickness.
- Waste left after an event may cause injury or damage to people and animals.
- Production and leaving behind of waste leads to negative PR.
- Light waste, paper & cardboard, needs to be contained to prevent accidental dispersal by wind.
- Combustible waste can present a problem of accidental fire starting or arson.
- Creating or leaving waste can result in prosecution by Environmental Agency (or in Scotland, SEPA).

Known instances at Rotary events & advice

- No specific instances known or recorded at Rotary events. However waste problems with paper, waste food and drink containers at events run by other organisations is not good and without due care and attention, similar problems could easily affect a Rotary event.

Good practice to look out for

- Procedures in event of an emergency or accident
- Activities which produce minimum waste
- Alternative products with reduced waste
- Suitable closed containers for waste
- Procedures for regular waste collection

What to try and eliminate

- Packaging - food wrapping waste in particular Storage of excess waste causing a health risk.
- Waste leaking into ground or atmosphere.
- Waste being carried around or off site by wind.
- Excessive noise causing a disturbance.
- Make sure if waste is removed by a contractor that they are licensed to do so.

### SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!

#### **Legal requirements**

*Environmental Protection Act 1990 and The Environmental (Duty of Care) Regulations 1991.*

*Regulations apply to all activities where waste is produced and cover waste as a solid, a liquid, a gas and excessive noise.*

#### **Sources of further information**

CSG Charities Safety Group for Charity and Voluntary Workers HSG 192

Environment Agency: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) or 08708 506 506

SEPA: [www.sepa.org.uk](http://www.sepa.org.uk)

## SAFETY MATTERS

## WATER BASED ACTIVITIES

The nature of the potential problem

- Drowning risk for participants falling into water.
- Drowning risk for visitors, particularly small children, falling into water.
- Risk of injury to any one falling into a river, lake or canal being injured by hidden debris.
- Risk of injury to spectators due to inadequate crowd control.

Typical results and effects

- Physical injuries and increased risk of hypothermia during cold weather.
- Panic and disruption of event leading to risk of further accidents.
- Premature closure of event and risk to any future events.
- Loss of credibility and negative PR for all concerned.

Known instances at Rotary events

- Spectator pushed into river by overenthusiastic crowd
- Participant in a raft hit on head with a paddle by overenthusiastic fellow team member.

What to look for

- A sensible and practical risk assessment.
- Someone who can take charge of event.
- Life belts and or rescue lines.
- Suitable working communications.
- Compliance with published safety plans.
- Pre-planning in case of an accident.
- Appropriate level of life guards.

What to avoid

- Unsuitable venue with poor access.
- More than one person in overall charge.
- Forgetting to check and obtain appropriate license.
- Allowing unruly or disruptive entrants.
- Unrecognisable stewards or life guards.
- Unsupervised children near water.

### SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!

#### ***Legal requirements in workplace***

*Risk assessments are a requirement under the Management of Health and Safety at work regulations 1999. While Rotary activities may not be required to comply fully with these regulations, the HSE recommends that adoption of these requirements is advisable and may be seen as evidence of good practice and will lessen chances of an accident occurring at an event.*

*Local authority event licensing requirements need to be checked as soon as event planning starts. For water based activities on rivers or canals, permission from River Authority or British Waterways may be required.*

#### ***Sources of further information***

*National Water Safety Forum: [www.nationalwatersafety.org.uk](http://www.nationalwatersafety.org.uk) or 0121 248 2000*

*Royal National Lifeboat Institution: [www.rnli.org.uk](http://www.rnli.org.uk)*

*Book from Charities Safety Group for Charity and Voluntary Workers HSG 192, available by mail order from: 01787 881165*

## SAFETY MATTERS

## DISABILITY AND ACCESS ISSUES

The nature of the potential problem

- Provision of safe and workable access for those who are disabled.
- Recognition of need for safe workable procedures to accommodate disabled members.
- Recognition of need for safe workable procedures to accommodate disabled visitors.
- Recognition and understanding that disability is not just about wheelchairs and ramps.

Typical results and effects

- Club member, visitor or participant attending event cannot safely access venue or activity.
- Club member, visitor or participant attending event may be put at risk by restricted access.
- In event of an emergency, such as fire or illness, evacuation may be delayed or very difficult.

Known instances at Rotary events

- Member with extremely limited mobility carried up stairs in wheelchair by club members.
- Visitor to club had difficulty using toilet because of size and location.
- Participant at event could not hear public announcements due to failing hearing.

What to look for

- Venue with level trip free access.
- Layout of venue to maximise safe access.
- Access at ground level where possible.
- Suitable accessible toilet facilities.
- Procedures for safe evacuation.
- Availability of suitable equipment e.g. wheel chairs.
- Availability of communications equipment for any one with poor hearing.

Try to eliminate

- The need or temptation to carry people into a venue.
- Upper floor venues with a single way in and out.
- Placing anyone in a situation in which they feel unsafe.
- Venues with uneven surfaces and difficult steps.

BE AWARE

1. The law does not demand or require extreme or unworkable solutions but it does require all reasonable efforts be made to ensure that anyone with a disability can be safely accommodated in activities and meetings which they are entitled and wish to attend.
2. Where equipment such as ramps wheel chairs or escape chairs are provided ensure that people are briefed and trained in how to use them well before the event.

**SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS!**

### **Legal requirements**

*Risk assessments are a requirement under the Management of Health and Safety at Work regulations 1999 and under the Regulatory Reform Fire Order 2006 for both work and non-work situations. Disability Discrimination Act 1995 and amendments 2005 now include private clubs within scope of legislation.*

### **Sources of further information**

*Equality & Human Rights Commission: 020 3117 0235 or [www.equalityhumanrights.com](http://www.equalityhumanrights.com)*

*Means of Escape for Disabled People: 0207 944 4400*

*ISBN 13 978 1 85112 8737*

## IN EVENT OF AN ACCIDENT

The nature of the potential problem

- Lack of adequate pre-planning creates further difficulties when an accident occurs.
- Delays in dealing with an accident thereby compounding the problem.
- Failure to record and report details to insurers or where required HSE.
- Problems with insurers and liability due to failure or delays in reporting accident.
- Attendance at an event exceeds the safe maximum number permitted.

Typical results and effects

- Risk of injuries caused by accident being made worse by delays and mishandling.
- Panic and disruption of event leading to risk of further accidents.
- Premature closure of event and risk to any future events.
- Loss of credibility and negative PR for all concerned.

Known instances at Rotary events

- Participant fell off temporary stage and damaged her leg compounded by failure to report matter promptly to insurers.
- Visitor fainted during dinner and had to be carried from room. Lack of adequate pre-planning and room layout resulted in delays in obtaining medical help.

What to look for

- Appropriate level of qualified first aiders.
- Suitable and working communications.
- Compliance with published safety plans.
- A sensible and practical risk assessment.
- Someone who can take charge of event.
- Pre-planning in case of an accident.
- Appropriate level of stewarding.

What to avoid

- Unsuitable premises with poor access.
- More than one person in overall charge.
- Unrealistic or unworkable plans.
- Forgetting to check and obtain appropriate licence.
- Unrecognisable event stewards.
- Allowing unruly or disruptive entrants.

### SEE IT, SORT IT – DON'T LEAVE IT TO OTHERS - REPORT IT

#### **Legal requirements in workplace**

*Risk assessments are a requirement under the Management of Health and Safety at work regulations 1999. While Rotary activities may not be required to comply fully with these regulations, the HSE recommends that adoption of these requirements is advisable and may be seen as evidence of good practice and will lessen chances of an accident occurring at an event.*

*Local authority event licensing requirements need to be checked as soon as event planning starts. Any accident that occurs in for example a temporary fairground must be reported to HSE.*

#### **Sources of further information**

HSE website at [www.hse.gov.uk](http://www.hse.gov.uk) HSE Info Line: 0845 345 0055

Book from Charities Safety Group for Charity and Voluntary Workers HSG 192, available by mail order from: 01787 881165

## SAFETY MATTERS



## Further Information and Contacts

### FIRST POINTS OF CONTACT

- Your club Health and Safety Representative Tel: \_\_\_\_\_
- Your district Health and Safety Representative Tel: \_\_\_\_\_
- RIBI Health and Safety Officer

### SOURCES OF INFORMATION

1. Health & Safety Executive information  
08701545500  
[www.hse.gov.uk](http://www.hse.gov.uk)
2. St John's Ambulance Association  
0870235 0796  
[www.sja.org.uk](http://www.sja.org.uk)
3. Royal Society for Prevention of Accidents  
Tel 0121 248 2000  
[www.rospa.co.uk](http://www.rospa.co.uk)
4. HSE Publications Order Line  
0178788116  
[www.hsebooks.co.uk](http://www.hsebooks.co.uk)
5. Charities Safety Group [CSG]  
07745937567  
[www.csg.org.uk](http://www.csg.org.uk)
6. Food Standards Agency  
0207276 8000  
[www.food.gov.uk](http://www.food.gov.uk)
7. Community Transport Association  
0161 3511475  
[www.communitytransport.com](http://www.communitytransport.com)
8. Fire Safety Guides  
020 7944 4400  
[www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)
9. Arson Prevention Bureau  
020 7216 7522  
[www.arsonpreventionbureau.org.uk](http://www.arsonpreventionbureau.org.uk)
10. RIBI Insurance Brokers Sutton Winson  
0845 688 9088  
[www.suttonwinson.com](http://www.suttonwinson.com)
11. Equality and Human Rights Commission  
020 3117 0235  
[www.equalityhumanrights.com](http://www.equalityhumanrights.com)
12. Environment Agency  
08708 506 506  
[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)
13. Home Office  
[http://police.homeoffice.gov.uk/operational\\_policing/crime.disorder/public-order](http://police.homeoffice.gov.uk/operational_policing/crime.disorder/public-order)
14. Scotland Fire Safety  
[www.opsi.gov.uk/legislation/Scotland/act2005](http://www.opsi.gov.uk/legislation/Scotland/act2005)
15. Scotland Fire Safety (in places of assembly and entertainment)  
[www.infoscotland.com/firelaw/files](http://www.infoscotland.com/firelaw/files)
16. Scottish Environment Protection Agency  
01786 457 700  
[www.sepa.org.uk](http://www.sepa.org.uk)
17. Health & Safety Authority (Ireland)  
Local: 1890 289 389  
[www.hsa.ie/eng](http://www.hsa.ie/eng)
18. Environmental Protection Agency (Ireland)  
Lo Call: 1890 335599  
[www.epa.ie](http://www.epa.ie)

### USEFUL PUBLICATIONS

- CSG Charity & Voluntary Groups Guide to Health and safety ISBN 0 7176 6185 7
- Five Steps to Risk Assessment Free Leaflet available on HSE web site
- Regulatory Reform Fire Safety Order Guide Open Air Events ISBN 13 978 1 85112 823 5
- Regulatory Reform Fire Safety Order Guide Small Assembly ISBN 13 978 1 85112 820 4
- Worth Doing Well Guidance for Churches and Voluntary Organisations ISBN 1 85852 233 1
- The Good Practise Safety Guide for small and sporting events. Free Download from web.

**Notes:**





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