

Health and Safety Guidance

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Rotary
Great Britain & Ireland



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INTRODUCTION

Rotary clubs across these islands run a considerable 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 Rotary International GB&I 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.

Please refer to www.rotarygbi.org (members section) for current policies and guidance for all compliance matters. In particular, insurance reference documents should be reviewed to ensure adequate cover for events.

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.

RIBI Compliance Officer
Mike Goodridge

Health & Safety Responsibility



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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.

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

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of the public.

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. While it is appreciated that much of the legislation relates to work based activities and does not apply to the majority of non-work Rotary events, the HSE recommends that these should be adopted as guidance for best practice. As always, a practical, realistic approach should be taken to the health and safety management of Rotary activities to ensure the enjoyment and protection of everyone involved

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. ROTARY INTERNATIONAL GB&I insurance guidance may be obtained from the Resource download section of the Rotary International GB&I website. Log in to www.rotarygbi.org.

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.

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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.

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 seven 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.

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

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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.

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RISK ASSESSMENT

Rotary Club risk assessments should only relate to events that Rotary Clubs organise or control. If Rotarians attend/support events that are organised by others, they should be covered by the risk assessment carried out by the organisers. The Rotary Clubs involved in these events should establish that they are covered prior to the event and should ask for a copy of the risk assessment to see what has been assessed and if there are any potential problems for their members.

Any contractors involved will have (or should have!) carried out their own risk assessments to ensure that equipment/fittings - notably electrical - are produced to current standards and have been tested (e.g. PAT testing) and should be able to produce records/certificates to this effect if required

A number of risk assessment examples for typical Rotary activities will be found in appendix 4 of this document. These risk assessments are offered as general guidance and should not be viewed as generic, as each assessment will need to be event and site specific. Only significant risks need to be evaluated and written down. Detailed arrangements and method statements, as necessary, will need to be attached to individual assessments.

What needs to be done

- Prior to an 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.
- 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.

The following lists some common risks but is not exhaustive. Use the bullets as a guide when preparing individual Risk Assessments.

Lifting and Manual Handling

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.

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- 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.
- Repetitive activities e.g. moving a large number of tables and chairs

Trips, Slips and Falls

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.
- Trailing electrical cables
- 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.

Working at Height

What to look for

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated
- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects;
- consider your emergency evacuation and rescue procedures

Fire Safety

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.

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- Faulty, unsuitable or untested electrical equipment. This is single biggest fire risk in the UK.

First Aid

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.

Driving and Use of Vehicles

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 to insist that all passengers and particularly children wear seat belts.
- When carrying children correctly sized seat belts and suitable booster seats are essential.
- 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.

Road Running and Cycle Events

What to look out for

- Plan route carefully, review after every event and carry out a detailed risk assessment.
- 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

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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 ROTARY INTERNATIONAL GB&I insurers that the event is taking place and, in particular, advise of numbers taking part.

Catering for Rotary Events

What 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
- Competency certificates for those in charge of food handling.

What to avoid

- 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.

Manning of Rotary Events & Activities

What to look out for

- Controlled access to events.
- Visible control of entrance
- Safe, maximum 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.
- Provision of first aid cover
- Adequate lighting

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Environmental Issues

What to look 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
- Waste removed by licensed contractors
- Waste leaking into ground or atmosphere
- Excessive noise causing a disturbance

Water Based Activities

What to look for

- Pre-planning in case of an accident
- 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.
- Appropriate level of life guards
- Appropriate license in force
- Supervised children near water.
- Competency certificates for activity supervisors.

Disability & Access Issues

What to look for

- Venue with level trip free access and surfaces
- 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.
- In Event of an Accident or Incident

Firework Displays & Parties

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
- Unsuitable weather conditions
- Preference for professionally organised and supervised events staged at a suitable location under control of operators who are trained and certified to organise firework displays

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What happens when something goes wrong at a Rotary event?

Rotary International GB&I Insurers Brokers, Bartlett & Co Ltd, have issued the following specific advice:

“If someone is injured at an event, or the organisers become aware of a potential loss, Bartlett & Co Ltd **must** be notified **within 24 hours** of the event, using the Liability Incident Report Form at Appendix 3, to give a written statement of the circumstances and details of witnesses.”

- **Do not admit liability** at any stage and forward any correspondence to Bartlett & Co Ltd unanswered.
- **Do not** acknowledge receipt of any correspondence received relating to a potential claim against Rotary.
- If you receive notification of legal proceedings against you, Bartlett & Co Ltd **must** be informed **immediately**.

For further advice please contact Rotary International GB&I Team:

Insurance Advice:

Tel: 0113 259 3636

Email: RIBI@bartlettgroup.com

Insurance Claims:

Matthew Wilks

Jonathan Dinsdale

Tel: 0113 259 3502

Tel: 0113 259 3505

Email: RIBI@bartlettgroup.com

Address:

Bartlett & Co Ltd, Broadway Hall, Horsforth, Leeds, LS18 4RS.

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RYLA MANAGEMENT

All Rotary Clubs wish candidates, especially those with any disability, to enjoy the experience and gain the most benefit from the challenges offered on RYLA courses, but this may only be achieved by Clubs following correct selection procedures and having appropriate control measures in place with parents and RYLA activity centres. General information is available on a Rotary International GB&I Information sheet but more detailed scrutiny is required prior to a candidate attending the course.

Revelations of certain problems have occurred in recent years. These involved last minute disclosures of students with medical problems which could have resulted in serious physical injury or illness due to lack of medical assistance. It has also come to light that almost a third of Clubs had not interviewed candidates, merely relying on information provided by schools or cadet organisations. Candidates therefore had no real knowledge of what the RYLA course entailed or had the opportunity to disclose any medical conditions. The potential consequence of injury or illness is obvious, in addition to the adverse publicity to Rotary, should an emergency occur.

Prospective candidates should be issued with standard Rotary International GB&I application forms for RYLA courses, together with medical questionnaires, which obviously need to be scrutinised thoroughly well in advance of each course, followed up with interviews with candidates and parents as necessary, should any medical concerns arise. Parents or respective Rotary Clubs have equal rights to withdraw candidates if concerns cannot be satisfactorily resolved. In need, cases should be referred to District Health & Safety advisers or ultimately to Rotary International GB&I Insurers where 'exceptional circumstances' may exist eg candidate is under controlled medication and parents and the Rotary Club wish to confirm attendance on the course.

Information relating to RYLA Insurance Cover can be found at:

http://www.rotarygbi.org/media/members/2014/10/Rotary-RYLA-PA-referral-form_V3.pdf

Refer to www.rotarygbi.org for all RYLA documentation.

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Overseas Activities

Introduction

Every year hundreds, if not thousands, of Rotarians head overseas to work on or to visit Rotary Overseas Projects. Many of these projects are located in remote areas where a disaster has occurred or where the after effects are still being experienced. These visits require careful planning and preparation for the journey and in order to ensure that the “work activity” is carried out safely and with minimum risk to all involved.

The nature of the work, the location and the means of access will all contribute to the nature and level of risk likely to be involved. Risks that will inevitably be different, and probably greater, than those encountered on a home based project in Great Britain or Ireland.

This document is intended to provide basic guidance and information to assist in project preparation and safe work activities. It should be read in conjunction with the Rotary International GB&I:-

- Health and Safety Policy Statement.
- Safeguarding Policies.
- Insurance for Clubs.
- Relevant equipment and product guidance and instructions.
- Good practice and relevant guidance for the type of work.

Statutory Requirements

Statutory requirements and local custom and practise also need to be taken into account. In order to ensure work operations are safe and to minimise risk of offence to the local people, notice should be taken of:-

- Local legislation where it exists, applies or has effect.
- Established custom and practice.
- Established local working methods.
- Language and communication difficulties.
- Local weather conditions, particularly extreme heat or cold.
- Suitable tools and equipment in good condition.
- Personal protection arrangements including first aid.
- Emergency plans and arrangements in the event of an accident or illness.

When working in the United Kingdom the requirements of the “Health & Safety at Work Act” need to be taken into consideration even though the work involved is of a voluntary nature. When working overseas the UK legal requirements do not apply but legislation that is effective in that particular country will apply to all local Rotarians, visiting Rotarians and volunteers. By complying with established good practice and by preparing a suitable and sufficient risk assessment, in the event of an accident it could be argued that all reasonable steps and precautions had been put in place.

Duty of Care

Everyone involved in a Rotary Project has a duty of care towards all other Rotarians, volunteers and anyone who may be affected directly or indirectly by the work activity being undertaken. In simple terms a duty of care is the responsibility to ensure that any action taken or omitted does not have a detrimental effect or result in injury or loss to anyone. The

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person responsible for organising and managing any Rotary project has a far more reaching duty of care and must take actions, prior to and during a Rotary Project, to ensure that all involved are:-

- Fully briefed before departure and aware of health and safety issues.
- Provided with a copy of any risk assessment.
- Advised on issues raised in any risk assessment.
- Advised of procedures to ensure personal traceability in the event of any accident.

The team leader or project manager should also, personally or by appointing a member of the team, ensure that:-

- Advice on procedures to be adopted in event of an accident is provided.
- A fully detailed scope of work is prepared and available to team members.
- Suitable tools and equipment in good condition are available.
- Suitable & sufficient protective clothing is available for all involved.
- Adequate supervision is provided to ensure safe working conditions.
- A review and record of all safety issues is made.

Note: Special attention should be paid to health considerations, prior to, during and after the visit. Rotarians and partners should consult their GPs prior to travelling, to ensure that all relevant protective measures have been taken eg immunisation regimes, medication, specific to the area of the world to be visited. Those with known medical conditions should inform the project manager prior to travel. As many projects will be undertaken in remote areas with little or no medical assistance, arrangements must be made, in advance, for the emergency treatment and possible evacuation of anyone who becomes ill. These arrangements must be included in the risk assessment process

Insurance

Visits (no work)

All Rotarians who are members of a Club within ROTARY INTERNATIONAL GB&I [and volunteers working with Rotary] are covered by insurance when making visits to overseas projects. This includes personal liability and personal accident cover. Details of this cover can be found in the ROTARY INTERNATIONAL GB&I Insurance for Clubs. There are geographical limits and cover does not extend to countries where hostilities are in progress. This includes Iraq and Afghanistan and Israel (West Bank, Gaza and the occupied territories only).

Work on Overseas projects

Where Rotarians are involved in 'hands on' work on overseas projects, as distinct from making a visit, there is no existing standard insurance cover. Where such work is involved, the duties of the Rotary project manager, or his appointed team member with responsibility for safety, are as follows:

- Provide details of project location.
- Outline details of actual work and extent of work.
- Provide details of team taking part including volunteers.
- Provide a copy of any risk assessment and method statements where appropriate.

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The information above should be provided as early as possible, but no later than one month before departure date and a copy provided to the Rotary International GB&I insurance brokers.

Exception: The National Immunisation Days (NIDs) that are organised by leaders within Rotary International GB&I can be covered under the Rotary International GB&I Group Personal Accident & Travel insurance cover for those Rotarians, non-Rotarian spouses and relatives travelling overseas to participate. This cover is subject to an additional charge.

Risk Assessment

One of the conditions of the Rotary International GB&I insurance is for a suitable and sufficient risk assessment to be carried out prior to any Rotary activity or event starting. It should identify the principle areas of concern, provide control measures that minimise risks, be concise and written in a simple, straightforward manner that is easy to understand. A risk assessment should contain and cover the following:-

- Project or activity specific information.
- Input from team members who have experience of previous or similar projects.
- It should not be a “generic” document as this could be misleading.
- It should address significant concerns or risks.
- It should contain detailed instructions or methods to minimise risks identified.
- It must be recorded in a form or style that best suits the project and made available to all team members.
- It should be reviewed at end of project for the benefit of future similar projects.

Every project or activity will be different and as a result will present different risks, require different control measures and involve different people with a range of knowledge and a variety of skills.

Working With Local People

Rotary identifies, engages in and manages a whole variety of humanitarian projects all over the world. The vast majority of these projects involve working alongside local people – in many cases the beneficiaries of the project. Developing positive relationships and providing information to enable the beneficiaries to support and maintain completed projects should be a part of the overall scheme. Project managers should make all efforts to obtain local information in order to further a positive relationship with local people. As a minimum:-

- Make advance enquiries to establish hierarchy in community or area involved, eg is there a village head or a council?
- Establish what if anything should be taken as gifts, as some items may be offensive, eg taking alcohol into a Muslim community would not be welcome.
- Avoid certain words, particularly slang, which may well have a different meaning which may be offensive.
- Consider actions which are normal at home may be frowned upon in some countries, eg men entering an area reserved, but not clearly identified as such, for women only.
- Consider the practice of washing hands with gel or cleaner. This is desirable but if repeated at frequent intervals in front of local people it runs a risk of being misunderstood.
- The need is to avoid over reaction while at same time exhibiting caution in order to avoid being over sensitive. Extending the “Safety Risk Assessment” to include

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sensitivity and respect for local customs and beliefs and ensuring all teams members are briefed in advance is recommended. This will minimise risk of offence while fostering and developing friendship and good relations.

Conclusion

Rotary Clubs and their members should be encouraged to continue organising and running projects for those less fortunate in the world – this is after all the very essence of Rotary - while recognising and respecting the feelings and beliefs of the people the projects aim to serve.

This document is provided as a common sense guide for the protection of the many Rotarians who make numerous trips to set up and run overseas projects.

Further Information & Contacts

First Points of Contact		
Your club Health and Safety Advisor		Tel:
Your district Health and Safety Advisor		Tel:
Rotary International GB&I Compliance Officer:		Tel:
Sources of Information		
Health & Safety Executive (Info)	08701 545 500	www.hse.gov.uk
St John's Ambulance Association	08702 350 796	www.rospa.co.uk
Royal Society for Prevention of Accidents	0121 248 2000	www.rospa.co.uk
HSE Publications Order Line	01787 88116	www.hsebooks.co.uk
Charities Safety Group [CSG]	07745 937567	www.csg.org.uk
Food Standards Agency	02072 768 000	www.food.gov.uk
Community Transport Association	0161 351 1475	www.communitytransport.com
Fire Safety Guides	0207 944 4400	www.firesafetyguides.communities.gov.uk
Insurance Brokers Bartlett Group	0113 259 3636	www.bartlettgroup.com
Equality and Human Rights Commission	020 3117 0235	www.equalityhumanrights.com
Environment Agency	08708 506 506	www.environment-agency.gov.uk
Home Office		http:// police.homeoffice.gov.uk/operational policing/crime.disorder/public-order