

SAFETY POLICY OF MULTIPLE DISTRICT 105 OF THE ASSOCIATION OF LIONS CLUB INTERNATIONAL.

This policy document establishes the Policy, Organization and Arrangements for the effective management of health and safety across the whole of the Multiple District's Activities and Business ventures.

1.0 Policy Statement

- 1.1** The Council of Governors, the Officers of the Council, together with the Specialist Officers, appointed to promulgate the Multiple District activities recognize that a positive approach to health and safety is a fundamental part of effective and efficient management.
- 1.2** The Council is therefore committed to its responsibilities, to assess and manage the risks to its Employees, whilst at work.
 - To provide information, instruction and supervision, to ensure employees are competent to do their tasks, and to give them adequate training.
 - To provide and maintain, safe plant and equipment.
 - To consult with employees, on matters affecting their health and safety.
- 1.3** To assess and manage the risks to all who participate in the Business and Service activities carried out by the Multiple District, including Lions Club Members and Members of the General Public.
- 1.4** Our Safety Management strategy is based on a process of continuous improvement, on documented procedures and processes that are applied in conjunction with relevant legislation and best practice.
- 1.5** It is the policy of Lions Club International and of this Multiple District that all Lions Clubs shall apply and observe, a reasonable Duty of Care with respect to their Members, Employees, Families, Volunteer Helpers, Contractors, Visitors and Members of the General Public, ensuring that all reasonable and practicable steps have been taken to protect their health, safety and Welfare, whilst working at, or attending Any function or Event organized by any Lions Club within the Multiple District.
- 1.6** All Multiple District Officers and Managers are required to ensure that adequate standards of health and safety are factored into the planning, preparation and execution of all activities. All hazards and risks associated with the activity are effectively managed, to ensure as far as reasonably practicable the safety of all who participate, or may be affected by the activity.
- 1.7** This Health and Safety Policy will be reviewed and updated on an Annual basis or sooner in the light of changes in legislation or substantial changes are made to the organization and arrangements before that date.

Signed *Andy Pemberton*

Chairman of Council of Governors

Dated 01/07/2009 .

2.0 The Organization for the Implementation of the Health and Safety Policy of Multiple District 105

2.1 Council of Governors

The overall responsibility for the implementation of health and safety standards within the Multiple District is vested in the Council of Governors.

2.2 District Governors

The responsibility for the adoption and implementation of relevant standards, within each District of the Multiple District, is vested in the District Governor of that District. Governors should implement a safety management system to monitor and maintain the necessary safety provisions, relevant to their District.

2.3 Multiple District and District Safety Officers/ Advisers

The Multiple District and District Safety Officers/ Advisers should assist their District Governors in the implementation of the Safety Management System. Provide or obtain competent health and safety advice to Clubs and other District Officers as required. Monitor the safety performance of the District.

2.4 Multiple District and District Insurance Advisers

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

2.5 Multiple District Legal Adviser

The Multiple District Legal Adviser will advise the Multiple District, Districts and Clubs on legal matters

2.6 Secretary to Council

The Secretary to the Council will manage the health and safety provisions made for the Headquarters building, including the documented Local Organization and Arrangements, in conjunction with both the Management Committee and the Office Manager.

2.7 Multiple District Officers

Multiple District Officers will promulgate the necessary health and safety standards as outlined in the Multiple District Safety Policy, encourage the adoption of the standards by the relevant District Officers.

2.8 Region and Zone Chairmen.

The District Governor will be assisted and supported in discharging their health and safety responsibilities, in the monitoring of health and safety performance within the Regions and Zones. (As directed, by the District Governor).

2.9 District Officers

The District officers will implement the necessary health and safety standards, in accordance with the Safety Management System which is relevant to their District.

2.10 Lions Clubs within the Multiple District

Each Lions Club within the Multiple District is an autonomous unit and as such the President and Directors of the Club, are responsible for the health and safety standards as set out in the Multiple District Safety Policy. It is expected that each Club will cooperate with the District Governor in adopting the elements of the Safety Management System introduced within their District.

Lions Clubs that cooperate on a shared basis with other Lions Clubs, also share the health and safety responsibilities. It is therefore imperative that these shared responsibilities are fully agreed and documented.

2.11 Club Safety Officers/ Advisers.

In order to assist Club Directors and Officers in discharging their health and safety responsibilities, each Club should appoint a Club Safety Officer/ Adviser in accordance with International and Multiple District Arrangements for all Lions Clubs, Lioness Clubs and Leo Clubs.

The Club Safety Officer/ Adviser shall provide or obtain competent health and safety advice, and ensure that the obligations and duties as specified in the Multiple District Safety Policy are carried out. Further guidance on the role of the Club Safety Officer/ Adviser is provided in the document "Road to safety."

2.12 All Lions.

Every Lion has a duty to look after them self and others who may be affected by their actions. When carrying out their Lionistic activities, they should cooperate with their fellow Lions to provide the necessary standards of health and safety. Any shortfalls or defects in any equipment or systems should be brought to the attention of the Club Safety Officer or the Club President for rectification as a matter of urgency.

3.0 Arrangements and Procedures for implementing the Health and Safety Policy of the Multiple District.

3.1 Multiple District Headquarters Building.

A documented Local Organization and Arrangement allocating health and safety responsibilities for both the Lions offices and meeting rooms, together with the leased part of the building is held by the Office Manager. This document is subject to an annual review process.

3.2 Health and Safety Guidance “Road to Safety”

A copy of this advisory guidance is available on the Multiple District Web site. The document will be kept up to date to take account of changes in legislation and any relevant codes of practice.

3.3 Insurance.

All Club Directors and Safety Officers/ Advisers should be aware of the requirements for Club activities to be covered by adequate insurance. Reference should be made to the Insurance Provisions made within the Multiple District Directory of Clubs.

Multiple District, District and Club Safety Officers/ Advisers are insured for Professional Indemnity however, due care should be taken when providing safety advice.

3.4 Fire Precautions.

Significant changes in legislation regarding the responsibilities for Fire Precautions have come into force recently. There are differences within Countries that form the Multiple District. In general a fire risk assessment is required for every building except a domestic house. Fire Certificates are no longer valid. The organizers of any event or activity must ensure that, adequate fire precautions have been made and are robust. It is the responsibility of the owner or manager of the building, to carry out the fire risk assessment, not the local Lions Club. Further guidance can be found in “The Road to Safety” document

3.4 First Aid Provisions.

The provision of First Aid cover must be assessed for every event or activity carried out within the Multiple District. In general there is a requirement to provide cover, dependant on the activities and risks involved.

The First Aid assessment should be carried out at the planning stage of any event and could require as little as, the details of the nearest Emergency Hospital and how to obtain medical attention, in the event of an accident, through to a need for a trained First Aider or team of First Aiders to be on duty.

3.5 Food Hygiene.

All activities involving the provision of food and drinks should be assessed to ensure that the requirements of any local Environmental Health and Food Hygiene Regulations are adhered to.

3.6 Activities involving Children, the Young and Vulnerable People

Special attention must be given to activities involving children, the young and vulnerable people. Care must be taken to ensure compliance with the legislation for all Countries within the Multiple District. Additional Guidance is provided in “The Road To Safety” document.

3.7 Risk Assessments for Multiple District and District Events.

As previously mentioned suitable and sufficient Risk Assessments, together with the appropriate control measures, must be carried out and documented for the following activities.

Multiple District and District Meetings, Multiple District and District Conventions and Multiple District and District Activities.

The above assessments should be carried out at the planning stage of the activities and amended as necessary. These assessments should be held, signed off and dated by a responsible person.