

# Health and Safety Guidance

## July 2018



**This document has been updated to reflect feedback received to date.**

Please take the opportunity to influence the Rotary International Great Britain and Ireland health and safety policy through feedback to Tina Howard on [compliance@rotarygbi.org](mailto:compliance@rotarygbi.org) and help make a difference.

## Table of Contents

INTRODUCTION .....	3
HEALTH & SAFETY POLICY STATEMENT .....	4
HEALTH & SAFETY RESPONSIBILITY .....	5
GLOSSARY OF HEALTH & SAFETY TERMINOLOGY.....	5
ACCIDENT .....	5
ARSON .....	5
CRIMINAL PROCEEDINGS .....	5
CIVIL PROCEEDINGS .....	6
COMPETENCE.....	6
COSHH .....	6
DUTY OF CARE.....	6
ENVIRONMENTAL PROTECTION .....	6
HAZARD.....	6
HEALTH AND SAFETY AT WORK ACT [Voluntary activities] .....	6
INCIDENT.....	7
INSURANCE .....	7
MANUAL HANDLING .....	7
NEAR MISS .....	7
NEGLIGENCE.....	8
PAT TESTING .....	8
RIDDOR.....	8
REGULATORY REFORM FIRE SAFETY ORDER.....	8
RISK .....	8
RISK ASSESSMENT .....	9
RESIDUAL RISK.....	9
RISK ASSESSMENT .....	10
Lifting and Manual Handling.....	11
Slips, Trips and Falls .....	11
Working at Height .....	11
Fire Safety .....	12
First Aid .....	12
Driving and Use of Vehicles .....	12
Road Running and Cycle Events.....	13

# Health & Safety Guidance

Catering for Rotary Events .....	13
Running of Rotary Events & Activities .....	14
Environmental Issues .....	14
Water Based Activities .....	14
Disability & Access Issues.....	14
Marshalling on public roads and footpaths .....	15
Terrorist Threat - Arson & Explosions.....	15
Firework Displays & Parties .....	16
Bonfire Parties.....	16
WHEN SOMETHING GOES WRONG AT A ROTARY EVENT .....	17
RYLA MANAGEMENT .....	18
OVERSEAS ACTIVITIES .....	19
FURTHER INFORMATION & CONTACTS .....	23

# Health & Safety Guidance

## 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, incident or illness caused by a badly run activity or event.

The main purposes of guidance are:

- to interpret helping Rotarians to understand what the law says and the requirements under the Health and Safety at Work Act;
- to help Rotarians comply with the law;
- to give technical advice.

This guidance is not compulsory, and Rotarians are free to take other action. But if they do follow guidance they will normally be doing enough to comply with the law and Rotary Great Britain and Ireland Policies.

Please refer to [www.rotarygbi.org](http://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 continue to be safe. If in doubt seek advice – you know it makes sense.

**Peter King**  
**Compliance Officer**  
Rotary International Great Britain and Ireland

## Health & Safety Guidance

### **HEALTH & SAFETY POLICY STATEMENT (ROTARY GREAT BRITAIN AND IRELAND)**

Rotary International in Great Britain and Ireland (Rotary (GB&I)) acknowledges that it has a responsibility to ensure that all Rotary districts and Rotary clubs within Rotary (GB&I) are made aware of the essential need to plan and organise all Rotary activities and events in a safe manner. Rotary (GB&I) 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 near a Rotary event or activity from risk of injury or ill health resulting directly or indirectly from that activity or event.

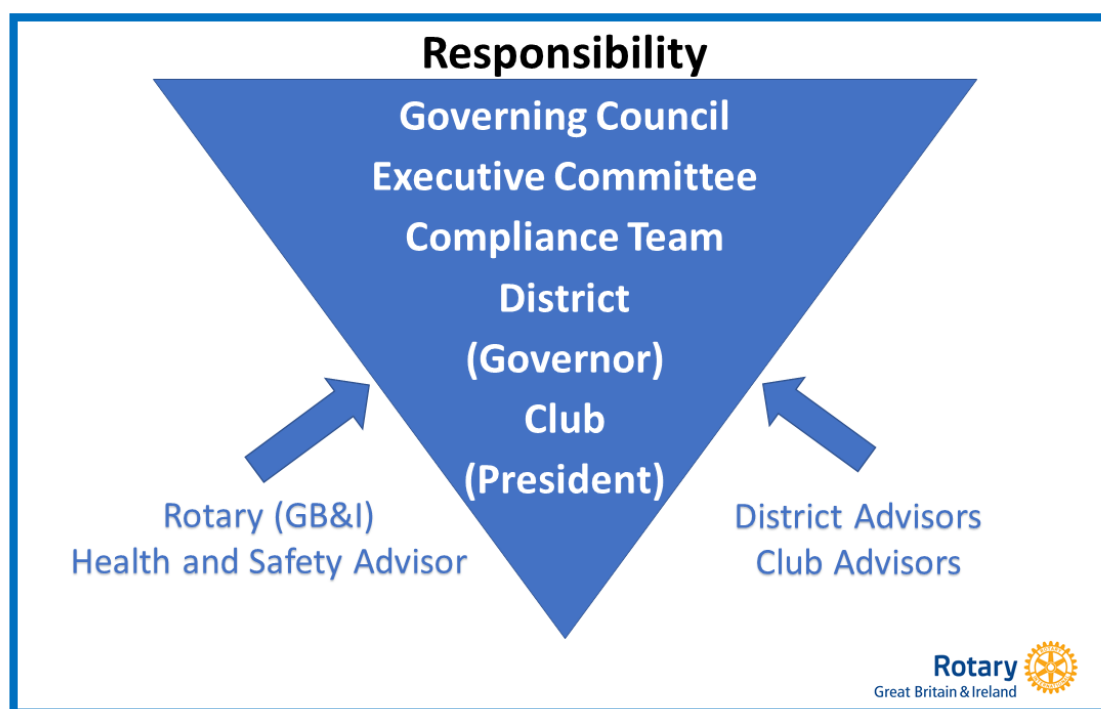
Rotary GB&I is committed to:

- 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 to develop the exchange of ideas and to promote best practice at all levels within Rotary (GB&I)

The overall responsibility for safety at any Rotary activity or event lies with the district or club organising it in accordance with all current legislation including Health and Safety at Work Act 1974. The responsibility for implementation of this, the overall Rotary (GB&I) safety policy, lies with the General Council of Rotary (GB&I). In support of this policy the General Council will appoint a Compliance Officer who will report and operate through the Rotary (GB&I) Executive Committee. The executive for each district within Rotary (GB&I) are 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 Compliance and/or Health & Safety Advisor, who will liaise with the Rotary (GB&I) Compliance Officer and other safety representatives to promote, encourage and develop suitable and sufficient health and safety practices at all Rotary events and activities.

This policy statement, and all related documents, will be reviewed by Rotary (GB&I) at the end of each Rotary year following which appropriate advice and updated documents, if so required, will be provided to all Rotary (GB&I) districts. This policy statement, and any documents based upon it, should be re-validated annually by signing the Rotary (GB&I) Combined Compliance Statement.

## HEALTH & SAFETY RESPONSIBILITY



## GLOSSARY OF HEALTH & SAFETY TERMINOLOGY

### ACCIDENT

The Health and Safety Executive (HSE) definition is any unplanned (or unexpected) 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.

### ACCIDENT BOOK

Each club should have an Accident Book to record any accident, or near miss, this should be held securely but accessible to record accidents or near misses. These are required should there be a subsequent claim received.

### 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].

# Health & Safety Guidance

## **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 or ourselves. 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 requirements to protect others including employees and members 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]**

The basis of British Health and Safety law is the Health and Safety at Work Act 1974. This is the principal 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

## Health & Safety Guidance

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.

The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other.

These duties are qualified in the Act by the principle of 'so far as is reasonably practicable'. In other words, an organisation does not have to take measures to avoid or reduce the risk if they are technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk.

What the law requires here is what good management and common sense would lead employers to do anyway: that is, to look at what the risks are and take sensible measures to tackle them.

### **INCIDENT**

An unplanned, undesired event that hinders completion of a task, and may potentially cause injury, illness or property damage, financial loss or reputational undesirable impact. This could be a near miss.

### **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](http://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.



# Health & Safety Guidance

## **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 by a qualified electrician at generally 24 months frequency 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.

The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) generally make more explicit what organisations are required to do to manage health and safety under the Health and Safety at Work Act. Like the Act, they apply to every work activity.

The main requirement on organisations is to carry out a Risk Assessment. They need to

## Health & Safety Guidance

record the significant findings of the risk assessment. Risk Assessment should be straightforward. It should only be complicated if it deals with serious high risk hazards.

Besides carrying out a Risk Assessment, there are six steps that also need to be undertaken:

- make arrangements for implementing the Health and Safety measures identified as necessary by the Risk Assessment.
- appoint competent people to help them to implement the arrangements.
- set up emergency procedures.
- provide clear information and training.
- work together with others involved.
- review the arrangements and seek feedback soon after the event.

### **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.

## Health & Safety Guidance

### 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.

Several Risk Assessment examples for typical Rotary activities will be found in the [health and safety sections](#) of the members website. These Risk Assessments are offered as general guidance and should only 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 a Risk Assessment, in plenty of time so it can be reviewed and signed off.
- Person appointed must seek out expertise where so required if in any doubt about any matter.
- A prior visit to the event site needs to be conducted to identify potential hazards that may be encountered at that event.
- 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 after event with those involved, and retain record with any corrections for next event.

## Health & Safety Guidance

*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 (Maximum for males 25kg and females 16kg).
- 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 personal protective equipment such as gloves or protected toe-capped shoes.
- Repetitive activities e.g. moving a large number of tables and chairs or heavy items.

### Slips, Trips and Falls

#### What to watch out for

- Wet, greasy 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 or undulating 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 not 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 helpers 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.

# Health & Safety Guidance

## 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.
- Faulty, unsuitable, untested or electrical equipment that appears poorly maintained. 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 or cardiac arrest.
- 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, it is recommended that an external provider is used.
- Addresses and contact details of local hospitals with an A&E department.

## 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 (Note that Rotary (GB&I) Insurance does not cover transport).
- Consider use of a community minibus which should resolve many of the issues and concerns. Generally, MIDAS training will be required to drive these.
- Make sure that, where it applies, the Rotary Safeguarding Policy is complied with.
- Driver to insist that all passengers and including children, wear seat belts.
- When carrying children correctly sized seat belts and suitable booster or 'car' 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 the vehicle and correct up to date insurance.
- Avoid eating, drinking and using of mobiles whilst driving, they are against the Law. Use of navigation aids or any other implement that may distract the driver.

# Health & Safety Guidance

## Road Running and Cycle Events

### What to look out for

- Plan route carefully, review after every event and carry out a detailed Risk Assessment.
- Include in the Risk Assessment, access to properties along the route, particularly for the emergency services; also, alternative sections of running route in the event of obstructions, e.g. fire and explosion.
- 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.
- Make sure there is a communications network between the control and marshalled points set up.
- 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.
- Inform Rotary (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.
- Audit trail of food purchases, keep the receipts.
- Obtain and use a catering thermometer.
- Record temperatures, time and who recorded them.
- 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, including colds and sneezes.
- Open cuts or abrasions on hands, these must be dressed in waterproof coverings.
- 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 and nail varnish.
- Slips, trips and falls.

# Health & Safety Guidance

## Running 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 and ventilation.

## 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, including recycling.
- Procedures for regular waste and debris collection.
- Waste removed by licensed contractors where hazardous.
- 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, with competence / experience, who can take charge of event.
- Life belts and or rescue lines.
- Suitable working communications.
- Compliance with published safety plans.
- Appropriate level of stewards and life guards.
- Appropriate license in force.
- Supervised children near water.
- Competency certificates for activity supervisors.
- Insurance cover

## Disability & Access Issues

### What to look for

- Venue with level trip free access and surfaces.
- Layout of venue to maximise safe and easy access.
- Access at ground level where possible.
- Suitable accessible toilet facilities.
- Procedures for safe evacuation in the event of an Accident or Incident.

## Health & Safety Guidance

- Availability of suitable equipment e.g. wheel chairs.
- Availability of communications equipment for any one with poor hearing.

### Marshalling on public roads and footpaths

#### What to look for

- Traffic Management plan by competent & certificated person, showing road & footpath closures, and diversion routes, including bus routes.
- Clear signs for road closures and diversions.
- Access for emergency vehicles.
- High visibility / reflective vests with long sleeves for road traffic marshalling.
- Clearly defined marshal roles for those directing road traffic and others directing the participants.
- Formal agreement of the Local Authority.

### Terrorist Threat - Arson & Explosions

#### What to watch out for

- Forethought put into communication with both volunteers and the emergency services.
- Pre-plan event evacuation routes, ensuring they do not lead participants & volunteers through affected areas. These should be tested beforehand.
- Consider how you will communicate the evacuation routes to participants and volunteers during an incident for full or partial evacuation. Written instruction is good.
- Consult with the landlord/owner on the feasibility of emergency shutdown or isolation of heating, ventilation and air conditioning (HVAC) systems (including local extraction systems in areas like kitchens) where indoors.
- For suspicious and unattended items, do not touch, but try to identify an owner in the immediate area.
- If you still think it's suspicious, don't feel embarrassed or think anybody else will report it.
- Report it to a member of security, or if not available dial 999 (do not use your mobile phone in the immediate vicinity).
- Move away to a safe distance - even for a small item such as a briefcase - move/evacuate to at least 100m away from the item, starting from the centre and moving out.
- When dealing with suspicious items apply the **4 C's** protocol:
  - **CONFIRM** whether the item exhibits recognisably suspicious characteristics: is it deliberately concealed/hidden, obviously suspicious, e.g. wires, batteries, liquids, padded envelope (Jiffy Bag) or other bulky package, small holes in the envelope, oddly shaped or lopsided, odours emanating from the package; or typically found lost property item.
  - **CLEAR** the immediate area; Do not touch it; Take charge and move people away to a safe distance; Keep all people out of line of sight of the item; Cordon off the area.
  - **COMMUNICATE** - Call 999; Inform the landlord and key marshals; Do not use mobile or radios within 15 metres.



## Health & Safety Guidance

- **CONTROL** access to the cordoned area; Members of the public kept out until it is deemed safe; Try and keep eyewitnesses on hand so they can tell the police what they saw.

### Firework Displays & Parties

#### What to watch out for

- Avoid firework parties organised and run by untrained people.
- Firework parties in enclosed areas near to buildings, trees, overhead cables or to roads.
- Unsuitable weather conditions/weather forecast and change of wind directions.
- Spectators kept at a safe distance - preferably 50m away or more depending on wind speed and direction.
- A rope or strong barrier to clearly mark off the display area, this should be marshalled.
- Lack of adequate supervision particularly for small children.
- Fireworks that are not made to a recognised standard.
- Emergency evacuation / crowd dispersion.
- Preference for professionally organised pyrotechnics/display operator, and for supervised events staged at a suitable location under control of operators who are trained and certified to organise firework displays.

### Bonfire Parties

#### What to watch out for

- Bonfire held well away from firework displays, with additional materials to be burnt kept at a safe distance.
- Dangerous rubbish that should not be burned, e.g. aerosols and foam filled furniture.
- Bonfire kept stable and to a manageable size and will not fall to one side.
- Use of suitable firelighters, not paraffin, petrol or solvents to light the fire.
- Bonfire should be under the control of a responsible and trained adult, and one person should be in charge of all safety arrangements.
- Firefighting equipment available, such as hose, fire extinguishers and buckets of water and sand.
- Water ideally poured on the embers of the fire, and the site should not be left until the bonfire is out and safe, however long this may be.
- Qualified first aiders with appropriate equipment.

## Health & Safety Guidance

### WHEN SOMETHING GOES WRONG AT A ROTARY EVENT

Rotary GB&I Insurance 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:**

Club & District Support

tel: 01789 765411

[cgs@rotarygbi.org](mailto:cds@rotarygbi.org)

or:

Tel: 0113 259 3636

Email: [RIBI@bartlettgroup.com](mailto:RIBI@bartlettgroup.com)

**Insurance Claims:**

Matthew Wilks

Jonathan Dinsdale

Tel: 0113 259 3502

Tel: 0113 259 3505

Email: [RIBI@bartlettgroup.com](mailto:RIBI@bartlettgroup.com)

**Address:**

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## Health & Safety Guidance

### **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 e.g. 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](http://www.rotarygbi.org/media/members/2014/10/Rotary-RYLA-PA-referral-form_V3.pdf)

Refer to [www.rotarygbi.org](http://www.rotarygbi.org) for all RYLA documentation.

# Health & Safety Guidance

## 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

## Health & Safety Guidance

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 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.
- Have adequate health insurance cover, including repatriation.

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 e.g. 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, and keep a copy of their medical prescriptions. 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. These however do not include medical or repatriation cover. 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.

## Health & Safety Guidance

- 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.

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 separately 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, e.g. is there a village head or a council?
- Establish what if anything should be taken as gifts, as some items may be offensive, e.g. 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, e.g. men entering an area reserved, but not clearly identified as such, for women only.

## Health & Safety Guidance

- 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 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 and helpers who make numerous trips to set up and run overseas projects.

## FURTHER INFORMATION & CONTACTS

<b>First Points of Contact</b>		
Your club Health and Safety Advisor		Tel: Safety@yyyy.Rotaryxxx.org <i>Where xxx is District Number</i> <i>Where yyyy is Full Club Name</i>
Your district Health and Safety Advisor		Tel: Safety@Rotaryxxx.org <i>Where xxx is District No.</i>
Rotary International GB&I Compliance Officer:		Tel: compliance@rotarygbi.org
<b>Sources of Information</b>		
Health & Safety Executive (Info)	08701 545 500	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
St John's Ambulance Association	08702 350 796	<a href="http://www.sja.org.uk">www.sja.org.uk</a>
Royal Society for Prevention of Accidents	0121 248 2000	<a href="http://www.rospa.co.uk">www.rospa.co.uk</a>
HSE Publications Order Line	01787 88116	<a href="http://www.hsebooks.co.uk">www.hsebooks.co.uk</a>
Charities Safety Group [CSG]	07745 937567	<a href="http://www.csg.org.uk">www.csg.org.uk</a>
Food Standards Agency	02072 768 000	<a href="http://www.food.gov.uk">www.food.gov.uk</a>
Community Transport Association	0161 351 1475	<a href="http://www.communitytransport.com">www.communitytransport.com</a>
Fire Safety Guides	0207 944 4400	<a href="http://www.firesafetyguides.communities.gov.uk">www.firesafetyguides.communities.gov.uk</a>
Insurance Brokers Bartlett Group	0113 259 3636	<a href="http://www.bartlettgroup.com">www.bartlettgroup.com</a>
Equality and Human Rights Commission	020 3117 0235	<a href="http://www.equalityhumanrights.com">www.equalityhumanrights.com</a>
Environment Agency	08708 506 506	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Home Office		<a href="https://www.gov.uk/government/organisations/home-office">https://www.gov.uk/government/organisations/home-office</a>
National Counter Terrorism Security Office	0800 789 321	<a href="https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat">https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat</a>