



District Safety Management System



District 105CW

Version 1
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Safety Management System for Lions Club International District 105CW

This Safety Management System is promulgated in accordance with the Safety Policy of Lions International Multiple District 105.

Preamble

District 105CW (District) is governed by its District Governor and Cabinet and is committed to the health, safety and welfare of members, visitors and contractors whilst they are carrying out Lions Club business which commitment is reflected in this Safety Management System (SMS). This system is modelled on good practice as described in the Health and Safety Executive's guide Successful Health and Safety Management (HSG65) and is designed to:

- a) Support and promote a positive health and safety culture across the District.
- b) Achieve effective communication on health and safety matters throughout the District,
- c) Control the inherent and work-related hazards attributable to Lions Club activities,
- d) Ensure that members and contractors are competent in all health and safety-related aspects of their work, including in the use of control measures and emergency procedures.
- e) Ensure cooperation between District and Clubs their members, contractors and members of the public who may be affected by its or their activities.

The SMS has been developed in accordance with the following:

- a) The health and safety of Club members, contractors and others are to be protected by implementing systems of work that minimise risks to health and safety.
- b) Health and safety duties, and the necessary authority and resources to discharge them, are delegated down the line management structure but responsibility remains with the person making the delegation.
- c) Those to whom health and safety duties have been delegated are accountable for ensuring that they are effectively discharged and, where this is not possible, for ensuring that work is not initiated or, where it is in progress, is suspended.
- d) Notwithstanding the above, Club members and contractors are individually responsible for taking all reasonable precautions to ensure their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- e) The risks of all activities which may affect the health and safety of all are to be assessed and appropriate control measures implemented.
- f) Procedures are to be documented to provide for effective communication and for the monitoring of change.
- g) Regulation and compliance are to be based on regular audit and review.

The key elements of the SMS are:

- a) Policy.
- b) Organisation.
- c) Health and Safety Risk Assessment.
- d) Measuring and Reviewing Performance.
- e) Auditing Performance.

Policy

1. District intends to ensure the health and safety of all persons who may be affected by Club activities by:

- a) Consulting with and involving Clubs and their members in matters relating to their own health and safety.
- b) Implementing systems that are safe and where risks to health are controlled
- c) Providing the information, instruction, training and supervision at all levels necessary to ensure that Lions are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
- d) Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.

2. Where there are no existing District policies or guidance, we expect our members and contractors and others to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, District will work to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.

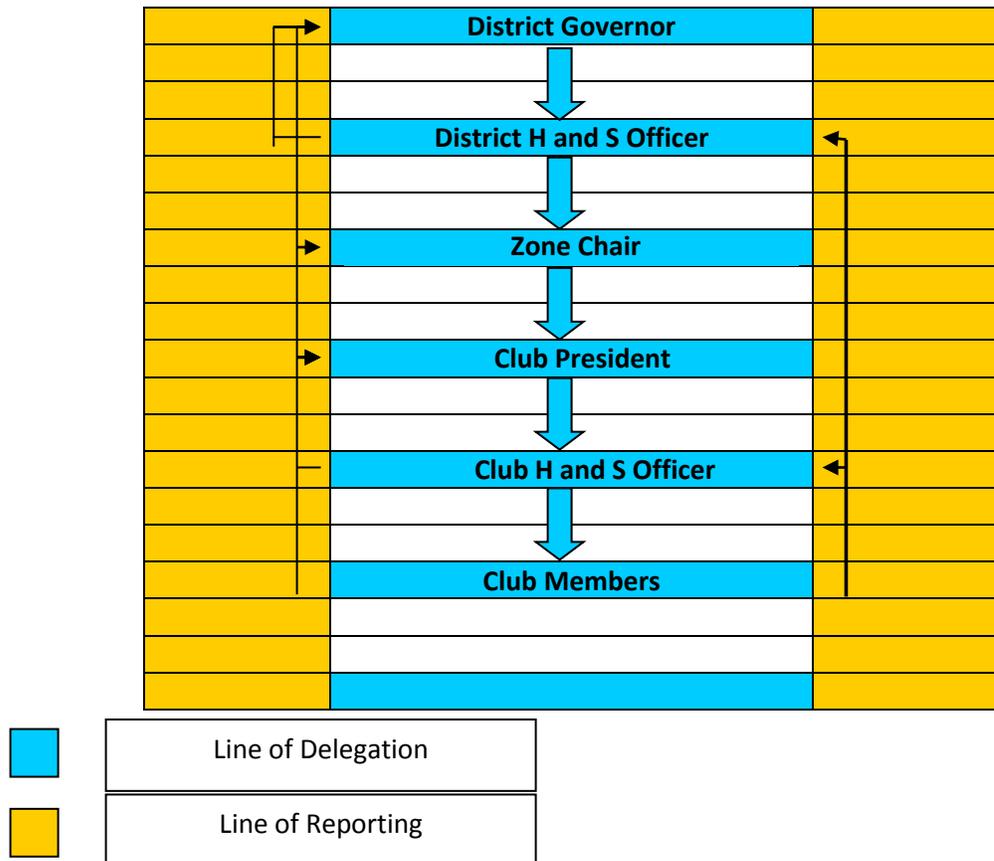
3. District undertakes continually to review and develop its safety management systems, with the overarching aim of conducting its activities in a manner which does not affect the health and safety of any members, visitors or contractors, or adversely affect the environment.

4. Each Club shall appoint a Health and Safety Officer whose responsibility shall be to ensure that his or her Club complies with the needs of the SMS. In default of such of appointment that duty shall rest with the President.

5. It shall be the responsibility of the Club Health and Safety Officer to liaise with the District Officer, so far as reasonably practicable, to ensure compliance with the SMS and with the terms of the Schedule hereto.

Organisation

1. A key principle for the management of health and safety is that health and safety duties and the necessary authority and resources to discharge them, are delegated down the line and reported up the management structure as appropriate.



2. The promotion of a positive health and safety culture across the District is led by the District Officer who is responsible for raising the profile of health and safety and ensuring that the District Cabinet is made aware of the health and safety implications of all strategic and operational developments.

3. In so doing the District Officer shall

- Promote the health and safety culture, by improving awareness and understanding of the importance of health and safety by all Clubs and members.
- Promote best practice in health and safety
- Receive feedback on health and safety improvements, incidents, reports
- Provide accurate and timely health and safety management information.
- Champion health and safety initiatives and celebrate health and safety achievements.

4. Club members and contractors are individually responsible for taking all reasonable precautions to ensure their own health and safety and the health and safety of others who may be affected by their acts or omissions.

Risk Management

1. Risk assessment of health, safety and environmental hazards and the identification of the relevant control measures is a vital part of good management. It is also a legal requirement for risk assessments to be carried out by those who control work. Each risk assessment must be recorded and must be reviewed in the event of significant change to the place and/ or the activity, following an accident or incident, or when new legislation, information or guidance on the hazard is published.

2. A Risk Assessment is an organised and methodical review of the hazards that are present, the risks that those hazards present to members, visitors and contractors taking into account the control measures that are already in place or which are needed as a result of the assessment. This information is needed to allow decisions on the management of the risks to be made in an informed, rational and structured manner, and to ensure that the action taken is proportionate.

3. A Risk Assessment involves:

- a) Identifying the significant hazards, concentrating on those that could result in serious harm or affect several people.
- b) Determining who might be harmed and how.
- c) Evaluating the risks from the hazards,
- d) Identifying and implementing appropriate control measures, including training needs if applicable.
- e) Validating, testing, checking and monitoring the control measures for effectiveness.
- f) Recording the risk assessment and ensuring that appropriate information about the hazard(s) and any emergency procedures are circulated to all those likely to be affected.
- g) A Risk Assessment shall where required also consider
 - i. Fire precaution
 - ii. Food hygiene
 - iii. Children, the Young and Vulnerable Adults
 - iv. The safety of machinery and other plant
 - v. Those matters referred to in the Multiple District "Road to Safety" policy document available on the website
- h) Reviewing the risk assessment and revising it if necessary:
 - i. Regularly at appropriate intervals depending on the nature of the risk.
 - ii. If there is a change to a process, personnel or location.
 - iii. In the event of a relevant accident or incident.
 - iv. In the event of a change to health and safety data, legislation.

4. The Club Health and Safety Officer shall ensure the Club complies with the SMS and maintain records and reports as required. The Health and Safety Officer shall consider whether it is prudent to employ a Health and Safety consultant to meet this requirement. Such records shall be available for inspection by District Health and Safety Officer or other member of District Cabinet.

Monitoring and Reviewing Performance

1. Line management must monitor the performance of the individuals for whom they are responsible and must assess whether or not they are competent to carry out the role required of them and to implement the associated control procedures.

2. It is essential to identify trends, monitor the effectiveness of remedial action and identify and promote best practice. Club Health and Safety Officers are responsible for investigating accidents and near misses arising from their activities and to review the operation of the SMS as it applied to that event.

3. Where events are repeated on an annual basis it is important that all aspects of Health and Safety are reviewed in accordance with the SMS.

Audit

1. The Club Health and Safety Officer shall review, with members, each Club event on its conclusion and consider what, if any, alterations to the risk assessment and other health and safety requirements would be required should the Club seek to repeat the event in the future.

2. Club Health and Safety Officers shall keep all Risk Assessments and other papers (including copies of Contractors risk assessments for their activities) for a period of one year and make them available for inspection in accordance with the line management structure.

3. The District Health and Safety Officer shall liaise with Club Health and Safety Officers should the need arise to ensure compliance with the SMS.

Schedule (under Policy paragraph 5)

1. A risk assessment must be prepared on the occasion of any Club activity or event. Example risk assessments can be found on the Lions MD website.

2. Everyone involved in an activity or event must be aware of the requirements of the risk assessment and the health and safety policies by way of briefing or otherwise.

3. Appropriate personal protection clothing must be available and be worn.

4. All plant and machinery must be certified safe.

5. All contractors must have a risk assessment which has been seen and approved by the Club Health and Safety Officer.
6. All paperwork must be retained for the minimum of one year for inspection.