



Health and Safety

Managing Safely Training

Introduction



- Welcome to Lions Health and Safety Orientation
- Today, we'll cover essential information to ensure your safety and well-being while carrying out Club activities



Introduction

- Risk assessments make a real difference to health and safety, and our Lions Organisation must do them
- This presentation provides step by step guidance explaining how to create effective risk assessments for your Club activities



Why do we need to consider health and safety

- There are legal, financial *and* moral reasons to do risk assessments. Everyone has the **right** to be protected from harm, especially if it could have been avoided
- Identifying and dealing with risks that could cause harm is the right thing to do

Hazards



What is a hazard?



Identifying Hazards

- Physical Hazards
- Chemical Hazards
- Biological Hazards
- Mechanical or ergonomic hazards
- Environmental hazards
- Organisational Hazards



Question

- **Do we need to do a risk assessment for everything?**
- **Hazards which are a reasonably foreseeable cause of harm**



Summary

- It's important to be aware that you don't need to do a formal risk assessment for everything
- You do need to **consider** everything, but you only need to do risk assessments for hazards which are a *reasonably foreseeable* cause of harm

Hazard and Risk



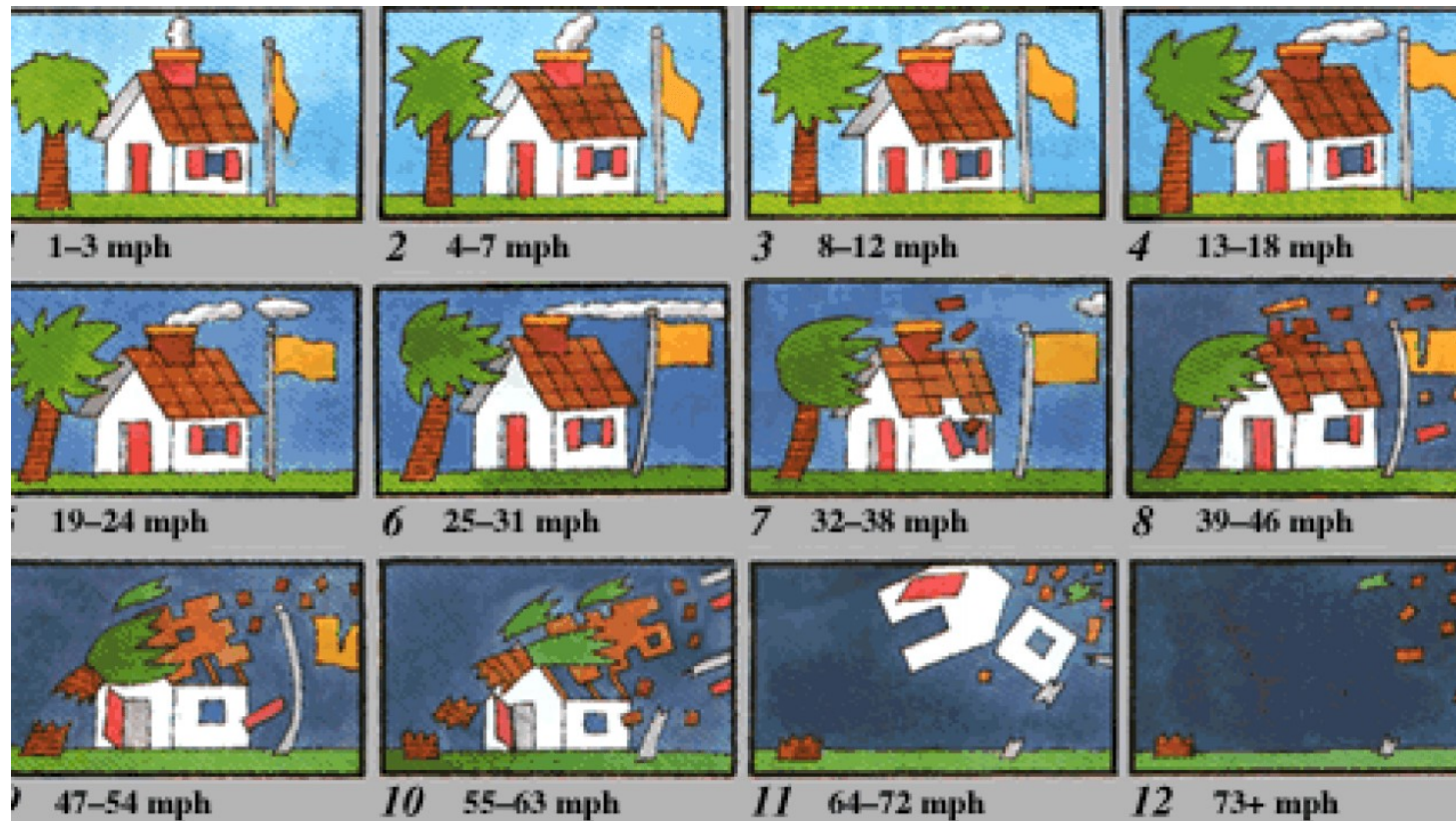
Hazard and Risk



- **Do we need a risk assessment when making a cup of tea?**



Dynamic Risk Assessments





Dynamic Risk Assessments

- Where things are unpredictable or constantly changing
- Where all the hazards that will be present aren't known until a task is started
- Where new hazards may be introduced during a task



Dynamic Risk Assessments

Dynamic risk assessments

Continually observing, assessing and analysing an environment to identify hazards and remove risk **while** completing a task



Five Steps to Risk Assessment





Step 1- Identify the Hazards





Step 2 - Assess the Risks





Step 2 - Assess the Risks





Step 3 - Control the risks

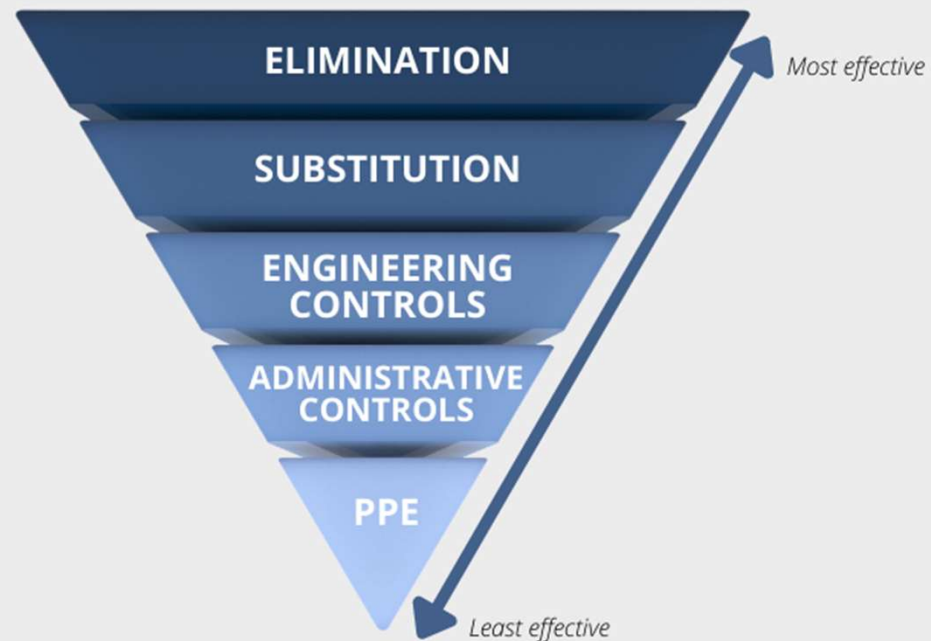


Reasonably practicable
You **don't** have to remove **all** risk



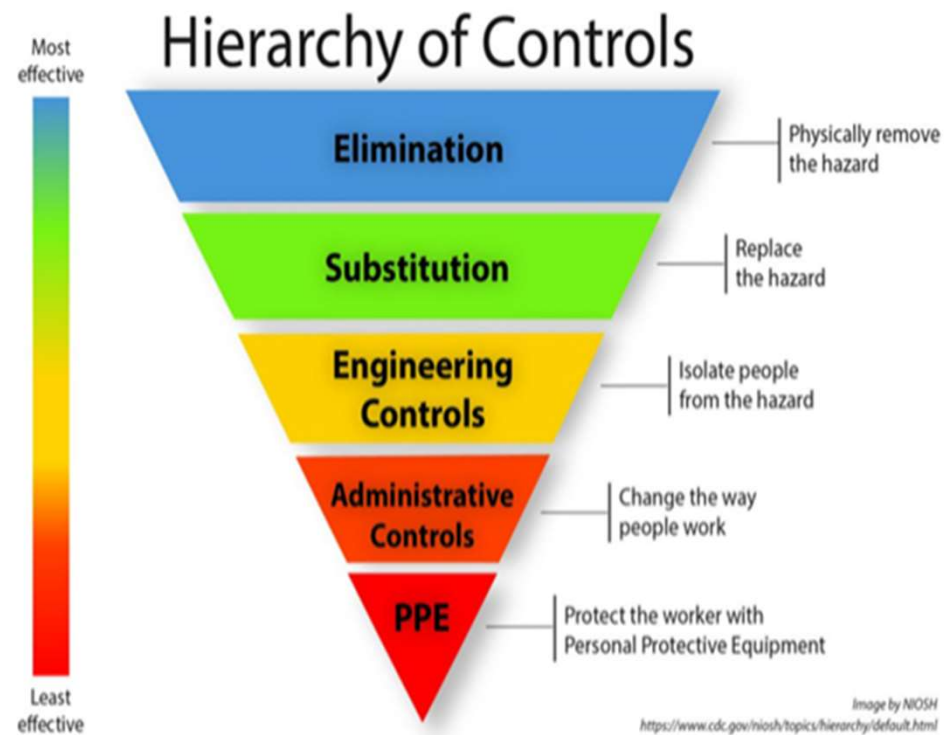
Five Steps to Risk Assessment

THE HIERARCHY OF CONTROLS





Five Steps to Risk Assessment





Step 4 - Record your findings





Step 5 - Review the controls





Question

- Do you think it is better to use control measures which deal with the hazard or those which rely on human behaviour?

A. Human Behaviour

B. The Hazard



Prioritising Hazards

When you've identified some hazards, which do you deal with first?





Prioritising Hazards

When you've identified some hazards, which do you deal with first?

- Deal with the most serious hazards - those with the potential to do the **most harm**
- Deal with hazards which are **most likely** to cause harm
- Deal with hazards that could affect **a lot of people**



Question

What happens if you identify a hazard and assess the risks but realise it's far too expensive or impractical to deal with?

Reasonably Practicable



Associated Cost: -

- Money
- Time
- Effort
- Environment
- Aesthetics



Risk Assessment practicalities





How do we measure risk?

		Likelihood				
		Very unlikely [1]	Unlikely [2]	Fairly unlikely [3]	Likely [4]	Very Likely [5]
Consequences	Catastrophic [5]	Monitor [5]	Action [10]	Urgent action [15]	Stop [20]	Stop [25]
	Major [4]	Monitor [4]	Action [8]	Action [12]	Urgent action [16]	Stop [20]
	Moderate [3]	Monitor [3]	Monitor [6]	Action [9]	Action [12]	Urgent action [15]
	Minor [2]	No action [2]	Monitor [4]	Monitor [6]	Action [8]	Action [10]
	Insignificant [1]	No action [1]	No action [2]	Monitor [3]	Monitor [4]	Monitor [5]



How we want you to risk assess

20 -25 STOP	Stop the activity and take immediate action
15-16 URGENT ACTION	Take immediate action and stop activity, if necessary, maintain existing controls rigorously
8-12 ACTION	Improve within specified timescale
3-6 MONITOR	look to improve at next review or if there is a significant change
1-2 NO ACTION	no further action, but ensure controls are maintained or reviewed



Consider the types of hazard that have the potential to cause harm.

This could include:

- **Physical (obstacles, assault)**
- **Mechanical (equipment with moving parts)**
- **Chemical (hazardous substances: gas, dust, fumes)**
- **Psychological (lone working, shiftwork, dealing with public, harassment, stress)**
- **Ergonomic (workstation, posture, manual handling, repetitive movement)**
- **Biological (infection/contamination through bacteria or virus)**

Consider the type of harm that could occur;

- **Slips, trips & falls**
- **Illness caused by infections/disease**
- **Illness caused by physical injuries**
- **Claims against the Lions**
- **Legal action against the Lions**

To control the risks, can you;

- **Eliminate the hazards**
- **Reduce the impact**
- **Prevent contact**
- **Implement Safe systems of work (permits, procedures, instructions)**
- **Provide Personal Protective Equipment**



Appendix 1

Consider the types of hazard that have the potential to cause harm.

This could include:

- Physical (obstacles, assault)
- Mechanical (equipment with moving parts)
- Chemical (hazardous substances: gas, dust, fumes)
- Psychological (lone working, shiftwork, dealing with public, harassment, stress)
- Ergonomic (workstation, posture, manual handling, repetitive movement)
- Biological (infection/contamination through bacteria or virus)

Consider the type of harm that could occur;

- Slips, trips & falls
- Illness caused by infections/disease
- Illness caused by physical injuries
- Claims against the Council
- Legal action against the Council

To control the risks, can you;

- Eliminate the hazards
- Reduce the impact
- Prevent contact
- Implement Safe systems of work (permits, procedures, instructions)
- Provide Personal Protective Equipment

Guidance on risk assessment parameters:

Likelihood	Score	Likelihood description
Almost impossible	1	You can assume that this will not occur with the current mitigation measures in place.
Highly unlikely	2	There is an extremely remote chance that this could occur with the current mitigation measures in place.
Unlikely	3	There is a remote chance that this could occur with the current mitigation measures in place.
Likely	4	It is likely that this risk could happen with the current mitigation measures in place.
Highly likely	5	It is probable that the risk could happen with the current mitigation measures in place.

Consequence	Score	Consequence description
Negligible	1	People affected would not normally sustain any type of injury as a result of this risk occurring.
Marginal	2	People affected would generally only sustain a minor cut or bruise as a result of this risk occurring
Moderate	3	People affected would generally sustain a sprain, simple fracture, or very short illness as a result of this risk occurring, which would not require a stay in hospital but may result in a short period of time off work
Critical	4	People affected would generally sustain a serious injury or illness as a result of this risk occurring, which would require a stay in hospital and result in considerable time off work
Catastrophic	5	People affected could die or sustain a life changing injury or illness.

LIKELIHOOD	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
IMPACT					

Red:	HIGH RISK:
Amber:	MEDIUM RISK:
Green:	LOW RISK:

TERMINATE **STOP!** Terminate this activity until you can bring the risk down

TREAT Take action to reduce risk further if at all possible

TOLERATE Current control measures are satisfactory

LIONS HEALTH AND SAFETY RISK ASSESSMENT



Use the guidance overleaf to assist in completing this risk template

Scoring: L = Likelihood, C = Consequence, R = Risk Rating (LxC). 5x5 Matrix to be used – see guidance. (Original risk column optional to complete)

Name of assessor: (Competent Person):	Any Lion	Date	25 December 2024
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Time	12:00	Function/Task being assessed:	Using Lions gazebo
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Assessment Date:	25 November 2024	Review Date:	25 November 2025
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What is the hazard?	Who might be harmed	How might people be harmed?	Original Risk Rating <i>No controls in place</i>			Control measures	Current (residual) Risk Rating			Action/ Monitored by (who)	Action/ Monitored by (when)
			L	C	R		L	C	R		
Loading gazebo into the vehicle (ergonomic)	Driver Passenger	Musculoskeletal injuries from overreaching when lifting (physical injury)	3	3	9	Minimum of two individuals to lift and carry the gazebo	2	3	6	Experienced individual carrying out the task	After every occurrence
Carrying equipment unloading from vehicle to carrying to site (ergonomic)	Those involved in carrying the gazebo	Users may suffer back pain if they try to lift objects that are too heavy or awkward. (physical injury)	3	3	9	Minimum of two individuals to lift and carry the gazebo. Park as close as possible to the site. Consider purchase of a trolley.	1	3	3	Event lead	When task is carried out
Erecting the gazebo	Those involved in erecting the gazebo	1. Pinching of skin	2	2	4	Experienced individual will take lead and offer guidance.	1	1	1	Lead person for event	When task is carried out
		2. Tripping over whilst walking backwards when erecting	2	3	6		1	3	3		
		3. Exertion when pulling up the structure	2	3	6	Look behind before walking backwards	1	3	3		



What is the hazard?	Who might be harmed	How might be people harmed?	Original Risk Rating <i>No controls in place</i>			Control measures	Current (residual) Risk Rating			Action/ Monitored by (who)	Action/ Monitored by (when)
			<i>L</i>	<i>C</i>	<i>R</i>		<i>L</i>	<i>C</i>	<i>R</i>		
High winds (physical)	Volunteers and members of the public nearby	Structure could move and/or blow over and harm those nearby. Structure could collapse, move, or blow over. Individuals could become trapped (Entrapment)	3	3	9	Maintain minimum of 4 people in vicinity. Check the weather forecast for gusty conditions. Dismantle structure if wind speed likely to exceed 27 mph	1	3	3	Lead person for event	Whenever task is carried out



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Useful Links

- MD105 – Lions Clubs – Health & Safety Information

<https://lionsclubs.co/MembersNews/index.php/health-and-safety-insurance/>

- Lions District 105A – Health & Safety Documentation

<https://www.lions105a.uk/lions.html>



Questions Raised During the Presentation