



Buckinghamshire

HEALTH AND SAFETY

**GUIDANCE FOR
BFWI MEMBERS AND OTHERS
INVOLVED IN EVENTS AND ACTIVITIES**

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Introduction

The BFWI has a responsibility to ensure the safety of all staff, members, visitors and contractors whilst working or taking part in BFWI activities.

When third parties are engaged by BFWI they should provide copies of their own liability insurance to the BFWI office.

The BFWI Board of Trustees has agreed to accept this BFWI Health and Safety Guidance for Contractors, Organisers, Speakers and Tutors and this document replaces previous versions.

The BFWI has a duty to ensure all Contractors, Organisers, Speakers, Tutors and relevant members are aware of the BFWI Health and Safety Policy.

This Policy will need to be adhered to whenever a course, activity or event is organised on behalf of BFWI, and when Contractors are used.

BFWI HEALTH AND SAFETY AT WORK POLICY

This statement is the BFWI's policy on health and safety at work as required by the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1992 including subsequent amendments and other relevant safety legislation.

THE BFWI'S RESPONSIBILITIES

The BFWI believes in the active prevention of accidents and ill health, and it is accordingly the policy to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, volunteers, students and visitors.

The BFWI will endeavour to keep up to date with current professional expertise on health and safety matters and to observe all relevant statutes, regulations and codes of practice with which this Policy is consistent.

The BFWI will make a suitable and sufficient assessment of the risks to the health and safety of its employees and persons not in employment but who may be affected by the work arising out of or in connection with the conduct of the BFWI.

The BFWI will make appropriate arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

The BFWI will ensure that all employees are instructed in health and safety procedures and that supervisors with health and safety responsibilities are adequately trained to meet these responsibilities. Adequate training will be given in the use of all equipment used whilst at work.

The BFWI recognises its duty to persons other than employees and will ensure, so far as is reasonably practicable, that the health and safety of such persons is not put at risk by the BFWI's operations.

.....Federation Chairman Date:..... Review date: September 2020

Schedule of Responsibilities

All staff, members, visitors and contractors are responsible for their own safety and that of others.

Speakers, Organisers and Contractors

The Speakers, Organisers and Contractors main responsibilities are to ensure the implementation of BFWI's Health and Safety Policy, and to:

1. Ensure that the day-to-day implementation of BFWI's Policy is undertaken.
2. Ensure that all concerned understand and implement the BFWI Health and Safety Policy
3. Ensure the implementation of Risk Assessment – assessing any significant risk.
4. Identify through the above assessment, preventative and protective measures which can be taken to eliminate or reduce risks and act upon them.

Speakers, Organisers and Contractors are individually expected to:

1. Act in a way to promote a healthy and safe environment and not to endanger themselves or others.
2. Familiarise themselves with all aspects of the BFWI's Health and Safety Policy which relates to their own work.
3. Assist in ensuring the health and safety of all persons engaged in BFWI activities.
4. Encourage people who use services provided by the BFWI to take responsibility for their own actions in so far as they are able to do so.
5. Obey all instructions given by the BFWI's management for the protection of employees and others.
6. Undertake the operation of any work equipment only if specifically authorised to do so and adhere strictly to the manufacturers', suppliers' and BFWI's instructions.
7. Undertake a health and safety check prior to the start of any course or activity undertaken on behalf of the BFWI.
8. Use personal protective equipment when there is an identified need and supply these to those participating.
9. Report and record all accidents/incidents or dangerous occurrences on the BFWI Accident Reporting Form and to a line manager as soon as possible after the event occurs. If a reportable injury occurs, contact BFWI immediately and ensure this is followed through to the Health & Safety Executive, website www.hse.gov.uk.

Speakers, Organisers and Contractors are obligated to maintain safe and healthy working conditions and equipment within their own area of responsibility and for making the necessary arrangements within the framework of the General Policy.

ORGANISING AN EVENT – BFWI Trustees, Sub-Committees, individual WIs, WI Groups

PROCEDURE

- Check completed safety of venue (with event Organiser or complete as course Tutor)
- Complete Organiser's checklist for venue on the day
- Complete Risk Assessment Form if required
- Return completed checklists and forms to BFWI Federation Secretary after the event or to the WI Committee organising the event
- Document any actions taken and ensure these are filed as part of the event procedure
- This applies to those listed above as Organising an Event

**Bucks Federation of Women's Institutes
Health and Safety Awareness
Venue Checklist for Organisers**

Date of Assessment/Inspection:

Venue:

Carried out by: Event Organiser

Venue Manager

Has the venue got a Health & Safety Policy/terms & conditions for its use? YES / NO / N/A

Does it include all aspects below? YES / NO / N/A

Please complete queries below

Fire Safety:	<ul style="list-style-type: none"> ◆ Means of escape (clear, signed, unlocked) ◆ Equipment to deal with fire ◆ Fire detection (if fitted) ◆ Fire drill ◆ Visual instructions 	<p>YES / NO / N/A</p> <p>YES / NO / N/A</p> <p>YES / NO / N/A</p> <p>YES / NO / N/A</p> <p>YES / NO / N/A</p>
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Electrical Equipment:	<ul style="list-style-type: none"> ◆ Check location of plug sockets ◆ Possible trip hazard ◆ All electrical equipment should be regularly tested and labelled 	<p>YES / NO / N/A</p> <p>YES / NO / N/A</p> <p>YES / NO / N/A</p>
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Other Equipment: Please list

Control of Substances Hazardous to Health (COSHH): YES / NO / N/A

First Aid:	<ul style="list-style-type: none"> ◆ Fully equipped First Aid Box available (see contents list) ◆ Is BFWI / WI required to provide a First Aid Box at the venue 	<p>YES / NO / N/A</p> <p>YES / NO / N/A</p>
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Reporting Accident / Illness / Incident procedures: YES / NO / N/A

Manual Handling Regulations:

<ul style="list-style-type: none"> ◆ Tables ◆ Chairs ◆ Equipment easily movable ◆ Easy access for supplied equipment 	<p>YES / NO / N/A</p> <p>YES / NO / N/A</p> <p>YES / NO / N/A</p> <p>YES / NO / N/A</p>
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Risk Assessment:

<ul style="list-style-type: none"> ◆ Specific risks identified ◆ Risks addressed ◆ Risk Assessment form completed ◆ Copy of form on file BFWI / individual WI/ WI Group 	<p>YES / NO / N/A</p> <p>YES / NO / N/A</p> <p>YES / NO / N/A</p> <p>YES / NO / N/A</p>
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Signed by OrganiserDate

First-aid boxes

The Health and Safety Executive state that 'sufficient quantities of each item should always be available'. In most cases these will be:

- General guidance leaflets
- 20 individually wrapped sterile adhesive dressings (for food courses these must be high visibility, eg blue in colour)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- one pair of disposable gloves

Fire/Evacuation Drill

Alert Speakers/Tutors/Organisers/Contractors to the fire/evacuation procedures in the venue.

BFWI RISK ASSESSMENT FORM

Activity/Event title and date

Date of Assessment/Inspection:

Venue:

Carried out by:

Activity list hazards and associated risks	Description of Hazard	Assessment of Risk		
		Likelihood of it Happening 1-3 1. Unlikely 2. Fairly likely 3. Likely	Consequences if it Happened 1-3 1. Low – need first aid 2. Medium – need medical assistance (broken bones, stitches, etc) 3. High: death, paralysis etc	Risk Level Likelihood x Consequences = risk level

Making the Event Safer – Reducing the Risk

Measures in place to control risk	Further action needed to reduce risk	Risk Remaining after action has been taken to reduce it		
		Probable Likelihood 1-3	Potential Consequence 1-3	New Risk Level Probable Likelihood x Consequence = New Risk Level

Health and Safety Awareness

Checklist for Tutors, Speakers, Contractors to Inform Participants

Date of Activity:

Venue:.....

Tutor Name:.....

Register available at venue: ♦ Completed and kept in room by the Lead Person

Fire Safety:

- ♦ Exits
- ♦ Alarms
- ♦ Procedures

Control of Substances Hazardous to Health (COSHH):

- ♦ Procedures
- ♦ Information

First Aid:

- ♦ First Aid Equipment
- ♦ Accident Reporting Procedure

No Smoking: ♦ Advice to Students

Equipment:

- ♦ Tools
- ♦ Protective clothing

Portable Electrical Equipment: ♦ All appliances provided should have been tested and labelled accordingly. If no label or test record do not use.

- ♦ No trip hazards from leads

Personal Care:

- ♦ Appropriate clothing
- ♦ No jewellery (if applicable)
- ♦ Hair to be tied back (if applicable)

Manual Handling: ♦ Participants to be aware of risks

Risk assessment: ♦ Participants made aware of any risks

Signed by Lead Person.....

Reporting of Accident(s) or Incident (s):

- ♦ Complete form supplied
- ♦ Returned to course organiser

Definitions

Dangerous occurrence	Something that happens and could lead to an incident or accident.
Incident	Event that could have caused injury or illness but did not.
Accident	Unplanned or uncontrolled event which caused injury.

ACCIDENT REPORTING FORM

ACCIDENT / ILLNESS / INCIDENT / DANGEROUS OCCURRENCE

Location of incident:	Date:	Time:
Name/s of any person/s injured/affected:		
Name of person completing form:		
Witness signature.....		
Print name: Date		
Date:	Time:	
Names/s of any other involved and contact details (phone):		
Description of accident / incident.		
Contributory factors (environment, human, task or equipment):		
What resulted?	Minor / Serious / Major / Not known	
Did the injured person attend a GP or hospital at time of incident?	Yes / No	
Were the emergency services contacted?	Yes / No	
Any comments re the above?		
Was First Aid given:	Yes / No / Refused	
If Yes by whom?		
If Yes what First Aid was given:		
What action can be taken to prevent the situation re-occurring?		
Date copies sent to:		
Event Organiser		
Venue Manager		
BFWI Office		

If more space is required for any aspect on the form please continue overleaf

The Health and Safety Executive Definition of Major Injuries

Reportable major injuries are:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected materials.

If any of the above have occurred the incident MUST be reported to the Health and Safety Executive (HSE): <http://www.hse.gov.uk/contact/contact.htm>