



**Hampshire Federation of
Women's Institutes
(HCFWI)**

HEALTH AND SAFETY

GUIDANCE FOR EVENT ORGANISERS

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Introduction

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

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

The HCFWI has a duty to ensure all organisers, tutors and relevant members are aware of the HCFWI Health and Safety Policy.

This Policy will need to be adhered to whenever a course or event is organised on behalf of HCFWI.

HCFWI

HEALTH AND SAFETY AT WORK POLICY

This statement is the HCFWI'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 HCFWI'S RESPONSIBILITIES

The HCFWI 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, students and visitors.

The HCFWI 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 HCFWI 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 HCFWI.

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

The HCFWI 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 HCFWI 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 HCFWI's operations.

Schedule of Responsibilities

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

Tutors and Organisers

The Tutor's main responsibilities are to ensure the implementation of HCFWI's Health and Safety Policy, and to:

1. Ensure that the day-to-day implementation of HCFWI's Policy is undertaken.
2. Ensure that all participants understand and implement the HCFWI Health and Safety Policy and that sufficient resources are allocated for this purpose.
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.
5. Ensure sufficient resources are available to implement this Policy.

Tutors and Organisers 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 HCFWI's Health and Safety Policy which relates to their own work.
3. Assist in ensuring the health and safety of all persons engaged in HCFWI activities.
4. Encourage people who use services provided by the HCFWI to take responsibility for their own actions in so far as they are able to do so.
5. Obey all instructions given by the HCFWI'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 HCFWI's instructions.
7. Undertake a health and safety check prior to the start of any course undertaken on behalf of the HCFWI.
8. Use personal protective equipment when there is an identified need.
9. Report and record all accidents/incidents or dangerous occurrences on the HCFWI Accident Reporting Form and to the Secretary as soon as possible after the event occurs. Tutors are obligated to maintain safe and healthy working conditions within their own area of responsibility and for making the necessary arrangements within the framework of the General Policy

ORGANISING AN EVENT

PROCEDURE

- Check safety of venue before booking
- Complete Organiser's checklist for venue
- Complete Risk Assessment Form
- Return completed checklists & forms to
 - Federation Secretary or WI President

Coach Trips

- Organisers should ensure they take and keep a copy behind of a minimum 1 preferably 2 next of kin contact name and numbers for all travellers incase of illness or accident.

Health and Safety Awareness

Venue Checklist for Organisers

Date of Assessment/Inspection:

Venue:

Carried out by:

- Fire Safety:**
- ◆ Means of escape
 - ◆ Equipment to deal with fire
 - ◆ Fire detection (if fitted)
 - ◆ Fire drill
 - ◆ Visual instructions

- Electrical Equipment:**
- ◆ Check location of plug sockets
 - ◆ Possible trip hazard
 - ◆ All electrical equipment should be regularly tested and labelled

- Control of Substances Hazardous to Health (COSHH):**
- ◆ Any substances left for use by hirer should have been assessed under the COSHH regulations by the hirer.

- First Aid:**
- ◆ Fully equipped First Aid Box available (see list overleaf)

- Manual Handling Regulations:**
- ◆ Tables
 - ◆ Chairs
 - ◆ Equipment easily movable
 - ◆ Easy access for supplied equipment
 - ◆ Easy access for less mobile

- Risk Assessment:**
- ◆ Specific risks identified
 - ◆ Risks addressed
 - ◆ Risk Assessment form completed
 - ◆ Copy of form sent to tutor

Signed by Organiser

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
- 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 tutors/organisers to the fire/evacuation procedures in the venue.

HCFWI RISK ASSESSMENT FORM

Date of Assessment/Inspection:

Venue:

Carried out by:

		Assessment of Risk		
		Likelihood of it Happening	Consequences if it Happened	Risk Level
Activity	Description of Hazard	1-3 1. Unlikely 2. Fairly likely 3. Likely	1-3 1. Low – need first aid 2. Medium – need medical assistance (broken bones, stitches etc) 3. High – Death, paralysis etc	Likelihood x Consequences = risk level
<i>Example: Cutting silver wire</i>	<i>Small pieces of wire flying into eye</i>	<i>1</i>	<i>2</i>	<i>1x2=2</i>

PTO

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
<i>Example cont: Wearing protective goggles. Safety Advice from tutor</i>	<i>None</i>	<i>1</i>	<i>1</i>	<i>1x1=1</i>

Monitoring Required:

Throughout course

Signed

Date

Health and Safety Awareness

Checklist for Tutors

Date of Course:

Venue:

Tutor Name:

Fire Safety:

- ◆ Exit Escape
 - Available
 - Clear
 - Unlocked
- ◆ Fire Fighting Equipment - Available
- ◆ Awareness of Fire Notices and Alarm Systems

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

Control of Substances Hazardous to Health Regulations (COSHH):

- ◆ Awareness of substances on site
- ◆ Completed self assessment COSHH Form for any substances supplied by tutor and students

First Aid:

- ◆ First Aid Box available at venue
(No medicines or drugs to be administered by tutor)

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

- ◆ Complete form supplied
- ◆ Returned to course organiser

Manual Handling:

- ◆ Risks assessed
- ◆ Read advice sheet

Risk Assessment

- ◆ Read and identified risks highlighted

Signed by Tutor.....

Health and Safety Awareness

Checklist for Tutors to Inform Participants

Date of Course:

Venue:

Tutor Name:

Register: ♦ Completed and kept in room by the organiser

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 participants
Equipment: ♦ Safe use of all equipment
 ♦ Electrical appliances
 ♦ Tools
 ♦ Protective clothing

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 Tutor/Organiser.....

Definitions

Dangerous occurrence

- Something that happens and could lead to an incident or accident.

Incident

- Event that could have caused injury but did not.

Accident

- Unplanned or uncontrolled event which caused injury.

NFWI ACCIDENT REPORTING FORM ACCIDENT/INCIDENT/ILLNESS/DANGEROUS OCCURRENCE

Name of person completing form:		Name(s) of any person(s) injured:	
Date:	Time:	Location:	
Names of people involved:			
What happened and any contributory factors			
What injury resulted?		Was first aid given: Yes/No/Refused If Yes, by whom If Yes, what first aid was given	
Minor	Serious	Major	
Did injured person attend a GP or hospital?			
What action can be taken to prevent the situation reoccurring?			
<i>If a reportable injury occurs (see reverse of form), contact the Secretary</i>			
Date sent to:			
Course Organiser			
Witness/Tutor Signature			

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.

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