



Health and Safety Policies and Procedures

National Federation of Plus Areas

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Acceptance, Revisions and Reasons:

Date	Revision and Reason	Whom
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Health and Safety Policies and Procedures

National Federation of Plus Areas

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It is the intention of the National Federation of Plus Areas , it's Groups and its members that everyone involved has an enjoyable experience by ensuring events are not only fun , but also safe .

The National Federation of Plus Areas seeks to fulfil it's obligations to the community at large as indicated by legislation concerning occupational safety.

This will be achieved by;

Management

Management and control of risk in the delivery of events and the running of the organisation, for example the employment of risk assessment within event planning

Communication and Training

Utilising communication to inform participants of hazards, best practice and opportunities .The sharing of experience and knowledge through the use of training at all levels

Supplier Assurance

The selection of contractors and services that demonstrate understanding and compliance to best practice and legislation

Monitoring

The monitoring and reporting of incidents and failures through statistical collation and analysis at Area, NEC meetings and Annual General Meeting

This policy recognises existing procedures and practices concerning the management of safety. We will seek to review this policy and its implementation to enable continuous improvement of the organisation as a whole and respond to changes to legislation and society at large.

Using Risk Assessment in Event Planning

Introduction

This document is intended to demonstrate how we as event planners can use risk assessment to review event planning, organisation and delivery. This is done by using a flow chart to illustrate the roles, tasks, decisions involved in delivering a successful event.

The flow chart also illustrates the routes for communication, liaison and supply of documentation. It is a general illustration and a guide, certain events and activities will need more detailed research and organisation to enable delivery.

This document is intended to compliment existing and new procedures concerning occupational safety.

Risk Assessment

Risk Assessment is a tool, used to identify hazards to people in planning or a process and to identify means of control for those hazards.

The existing risk assessment document has been prepared in conjunction with the Federation's insurer. It asks the organising team essential questions to ensure that they have the information and controls to ensure the safety of participants and the public. The team can use the risk assessment document to challenge the planning and organisation of the event.

The team can use the risk assessment document in the delivery of the event to follow a cycle of

Plan > Act > Review > Do >

Please submit the completed risk assessment document to the National Finance Officer eight weeks before the event. This will give the Finance Officer sufficient time to assess the document, liaise with Insurer and the organising team.

Contractors, Venues and Suppliers

It is likely that the organising team will use a contractor and a venue to enable delivery of the event. Please check their arrangements to ensure the safety of participants and the public.

If the contractor is providing a specialist skill or service, they will advise of any restrictions such as number of people to an instructor. A formal contractual document will provide valuable guidance in the restrictions and requirements that a contractor will impose for reasons of safety and good practice in the delivery of a service or event.

Do not assume - Read the contract!

Whenever possible utilise contractors and venues that belong to a professional body or association. There will be a code of practice giving guidance on how they provide their service and precautions they take in delivery of service or goods. They will also offer a route for complaint if there is an issue or problem highlighted during execution of the event.

In hiring a venue, please check the precautions for fire safety, evacuation, welfare and first aid.

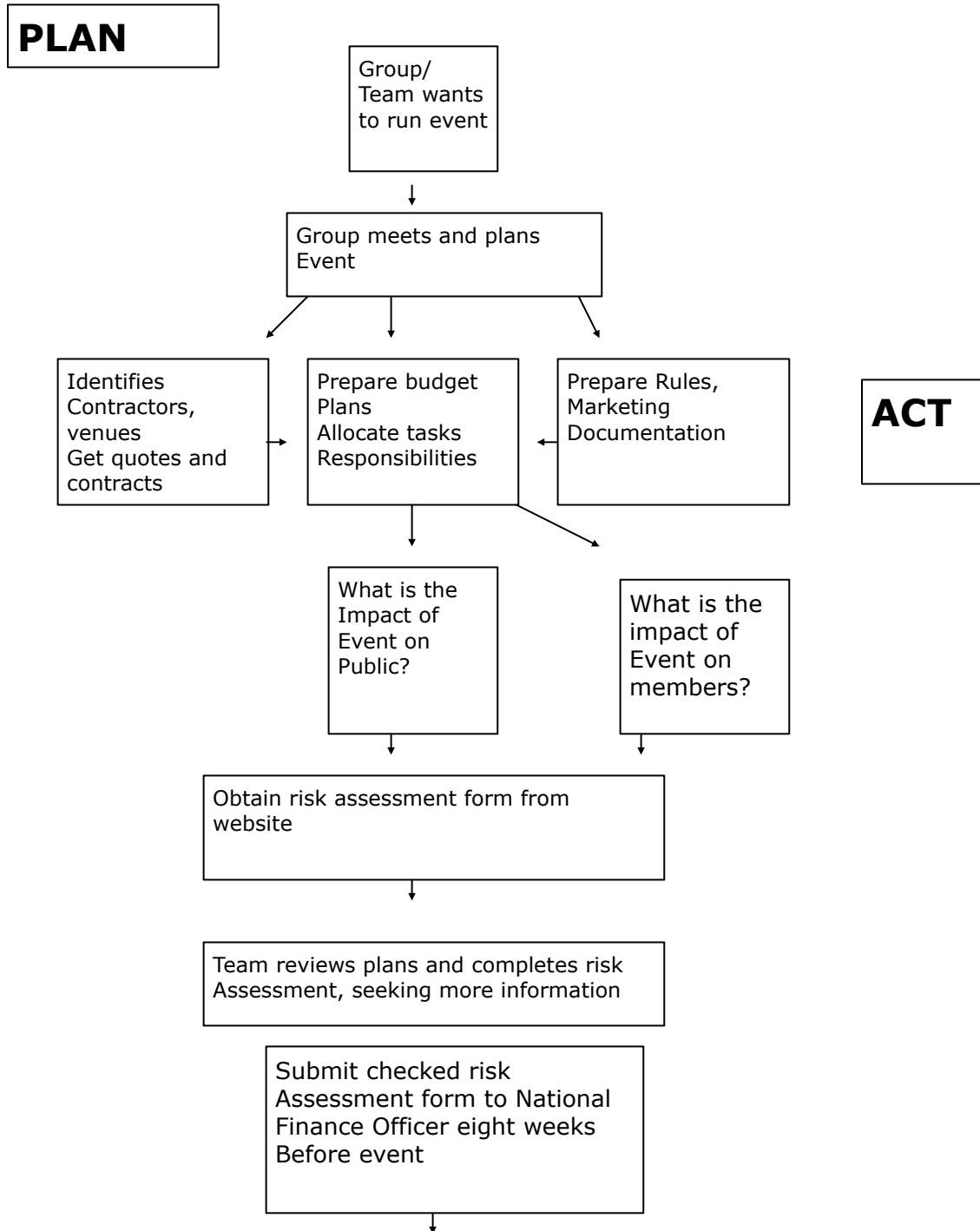
Event Briefing, Rules and Documentation

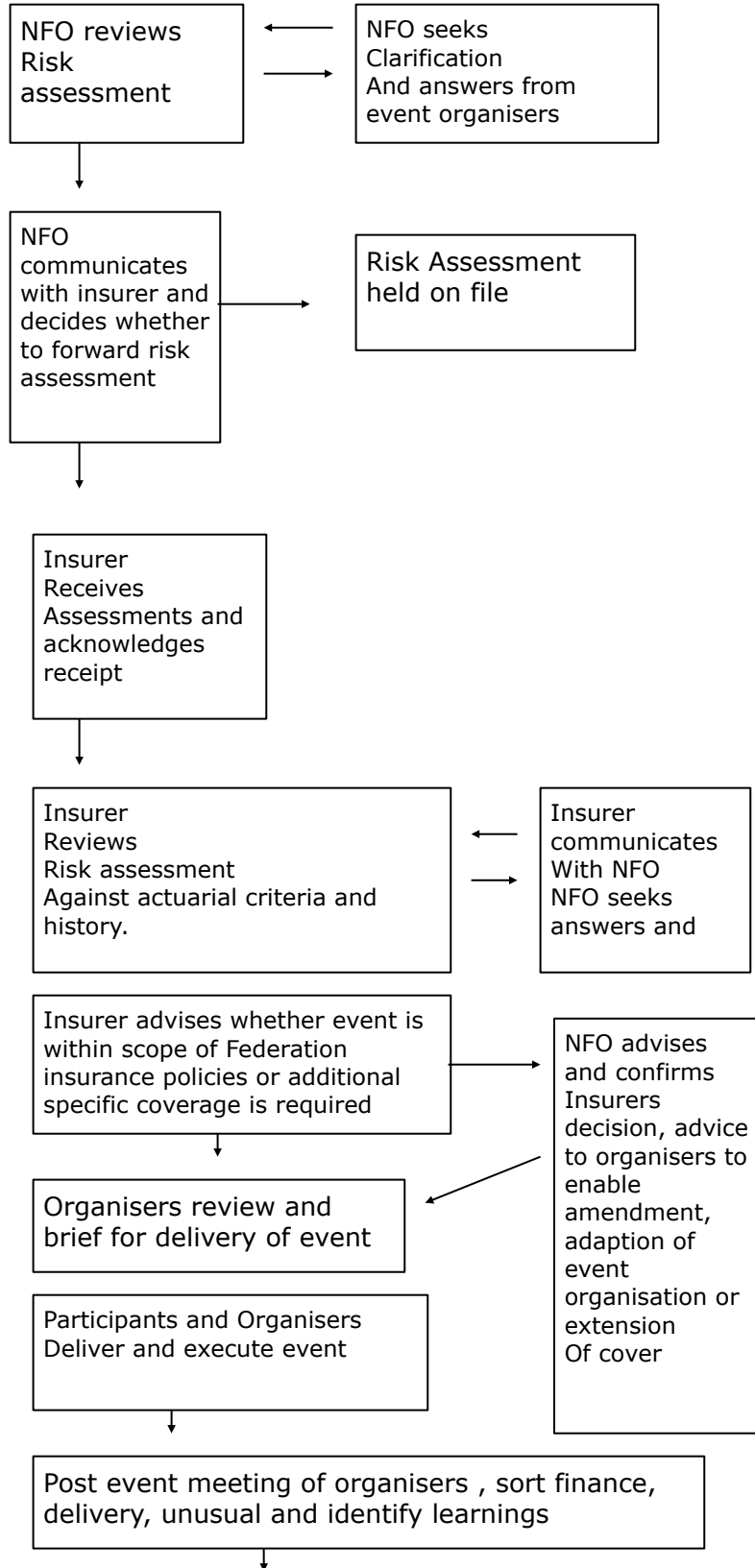
Rules and documentation giving guidance for an event are valuable controls in ensuring participants are aware of the hazards and enabling running and delivery of a successful event. Please offer such guidance to participants.

On the day of the event, briefing participants by the organising team about the running, hazards, controls or rules, safety and welfare arrangements will enable understanding and the enjoyable delivery of the event for all.

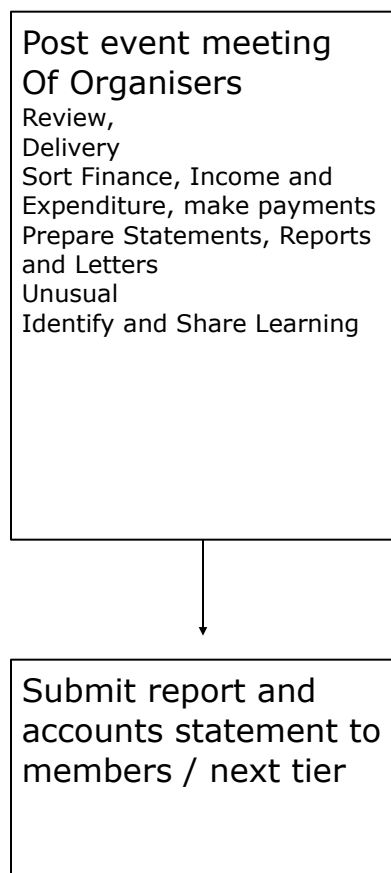
Have fun!

Flow diagram - Using risk assessment in planning an event





DO



Training Policy in support of the Federation's Health and Safety Policy

The National Federation of Plus Areas seeks to run its events and activities safely for the benefit and enjoyment of its members and the public ensuring the potential for injury is understood by all.

We seek to realise the potential and skills of our members by enabling and empowering them to participate in the organisation and through the delivery of training.

Such training supports the member in their development;

- by acquainting them in the management and regulation of the organisation
- giving them an understanding of the roles involved in the fulfilment of objectives and aims
- The safe delivery of events and activities.

In pursuit of the safe running of events and activities we seek to equip members with the tools to enable execution of plans, the identification and management of risks and hazards, the management of contractors and the provision of first aid treatment.

We will actively seek volunteers from our membership to train and support in the provision of first aid assessment and treatment of injured persons at the Federation's events and activities.

We will seek to review this policy and its implementation to enable continuous improvement of the organisation as a whole and respond to changes to legislation and society at large

An Incident or Near Miss

The Objective of this procedure is to guide members who organise and execute events through the steps to manage an incident or near miss where people are injured or there was significant potential for injury to members and or the public.

Introduction

In the delivery and planning of events for the benefit of the members of the National Federation of Plus Areas and the public at large, organisers must have a contingency to cope with;

- Injury
- a near miss to persons
- or major failure of facilities or plant

In order to prevent a repetition of such an occurrence and understand the likely cause, we need to have systems to investigate the steps leading to injury or failure and subsequent treatment of injured persons.

We are particularly concerned to fulfil our obligations under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations with regard to persons suffering from injury and their subsequent treatment to maintain or regain their normal fitness. Injured persons denied income as a result of injury can seek compensation and redress.

This document seeks to identify and discuss requirements for investigation and record.

The provision of first aid treatment and assessment of affected persons by competent persons and the need for provision will be discussed within this document.

Planning and Preparation

Planning and preparation are essential tools in the delivery and execution of events to minimise the potential for injury and ensure identified risks are managed and controlled. Using risk assessment will assist in reviewing organisation and arrangements .A part of the planning and preparation process will be planning for responding to an incident and injury to persons participating or observing.

Ignorance of a contractor's or venue's measures for managing near miss or injury is no excuse for negligence on the organising team's part. Do enquire about your contractor or supplier's arrangements

The organising team and volunteers need to have clearly defined roles and responsibilities, for the delivery and execution of the event and for managing the aftermath of an incident and injury.

Communication

There needs to be good communication between all participants including organisers and contractors, before, during and after the event. Similarly when an incident or injury occurs, clear communication is essential to minimise further harm, contain area, prevent repetition, liaise with external agencies and allay the concerns of participants and public.

The use of communications technology in the form of a mobile telephone, Global Positioning and SMS texting or appropriate alternatives will aid liaison during execution of event and provide support when an incident occurs. Nominate a person to manage such communication and ensure there is appropriate telecoms network coverage.

First Aid

The deployment of a qualified first aider for the delivery of events will be dependent on the level of risk associated with the event, the number of people participating and if particular participants have health concerns that limit their capabilities.

The first aider must be fully qualified by having attended a First aid at Work course with examination. It is insufficient to utilise “appointed “persons. for this role. A medically qualified volunteer may not have the experience in emergency medicine to render first aid to a person.

The first aider will be a volunteer from the membership or family member. They need to understand the event and to be briefed by organisers to identify likely injuries and what has the highest risk. Such volunteers will need a kit containing the recommended Health and Safety Executive [HSE] items for treatment and wound management.

It is matter for discussion and experience whether this volunteer can engage in the activity of the Plus event or observe.

An alternative source of qualified volunteers will be the charitable bodies with the aims of providing medical aid, such as;

- St John Ambulance - www.stja.org.uk
- British Red Cross Society - www.redcross.org.uk

Such a service will require booking in advance to secure attendance and a budgetary allocation to provide a donation as payment.

In the planning of an event and organising the event layout at a venue on the day, please ensure that there is access for emergency vehicles and a casualty can be removed from site easily by emergency services or in nominated vehicle. Part of this planning, will be the identification of the location of the nearest Accident and Emergency facility of a local hospital.

Accident or Injury Procedure

- 1) Individual becomes injured, distressed or is unwell, they seek first aider or organisers assistance.
- 2) First Aider assesses person and treats injury. First Aider if casualty requires further treatment by taking to hospital Accident and Emergency or through General Practitioner.
- 3) First Aider informs organisers of injury, treatment and further action required.
- 4) First Aider and Organiser ensures a log is maintained of such happenings throughout the length of event
- 5) Organiser and key team members will need to decide
 - i) If area of accident needs to be cordoned or isolated
 - ii) Stop the event and restart or can activity continue
 - iii) How to prevent repetition and protect existing participants and observers
- 6) The injured person needs to complete an incident report with name, address, date of birth and time of accident. If necessary the first aider assists.
- 7) First Aider records into event log
 - i) How the event happened
 - ii) When the event happened
 - iii) Where exactly on the body is the injury (left thumb, right ankle etc)
 - iv) What can you see (redness, swollen, bruise etc)
 - v) What have you been told by the injured person (sore, itchy etc)
 - vi) What treatment has been administered (plaster, bandage, sent to hospital etc)
- 8) If further treatment is required, then the injured person is removed having been informed that they will be contacted with regard to the incident and treatment. If person cannot be moved, make comfortable, place in recovery position and stay with person until emergency vehicles arrive.
- 9) The organising team will ensure that injured persons possessions are held securely for later recovery and if necessary their next of kin informed
- 10) The Organiser will seek witnesses to the incident, take images of area, key items, where incident occurred whilst debris and damaged materiel is still evident. They need to collate statements from witnesses, documentation associated with the running and participation of the event. In short the organiser will carry out the primary investigation. The organiser will need to co-ordinate with contractors, venue supplier to ensure compliance with their reporting procedure and external agencies such as police and HSE .They must complete and collate documentation and investigation within forty eight hours
- 11) The Area Chairman will co-ordinate the investigation, collate documentation after forty eight hours, review and carry out any secondary investigation. They will liaise with insurer, HSE, local authorities, agencies and contractors on the Federation's behalf. They will maintain communication with injured persons, providing and exchanging information when required, monitor their recovery and be the principle point of contact. If the accident is judged major and reportable, then the Area Chair must ensure that the incident is reported to the HSE

HSE Reporting

From the HSE website, it is possible to download a reportable incident form; to complete the incident form online or to report verbally by telephone. The document is for reporting a major incident that has caused harm or injury to person[s]. It is not to be confused with similar documentation that might be used to aid recording and investigation. There is a set of criteria for evaluating whether an incident is reportable

This document needs to be completed as soon as possible or within seventy two hours of the incident occurring.

Near Miss

A near miss is valuable in warning organisers of a potential failure or weakness in a venue, structure or event that has the potential to cause harm to participants and public. They cannot be lightly dismissed.

Firstly as a team consult to take corrective action to control the situation and prevent repetition of happening resulting in injury. This may mean stopping the event, advising participants of the hazard and action to take to avoid injury. The event organiser and the organising team need to record such occasions in an event log. Following a procedure described above in the Injury or Incident section or in the flow chart illustration of seeking witness statements and taking images may be required.

If the problem lies with a contractor or a venue then ensure the safety of participants and observers and enable corrective action to be taken. Subsequently seek redress utilising collated information and observations.

The information collated in the event log including near misses can be utilised by the organising team to review the event and enable improvement in the planning and delivery of future events.

Sharing information and reporting

The AEC will gather the statistics and information related to incidents and near misses for reporting to their area conference, NEC and to contribute to the Federation's national report.

INVESTIGATION REPORT FORM FOR ACCIDENTS OR NEAR MISSES

A) General Information

Date of Report;

Time of Report;

Location;

Address and postcode

First Aider/Organiser

Full name of person making report in block capitals

Are you reporting: Near Miss / Accident?

Circle most appropriate

B) About the injured person, if reporting an accident

Full name of injured person:

Contact details:

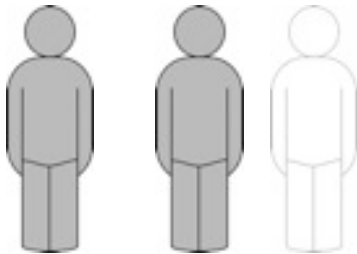
Address and telephone

Details of any injury, only i.e. cut, sprain or bruise

INVESTIGATION REPORT FORM FOR ACCIDENTS OR NEAR MISSES

Details of any treatment given;
Please continue on the back of this sheet if necessary

Please indicate areas of the injury (by shading)



Front

Back

Has the injured person(s) been advised to go hospital? Yes / No
Circle most appropriate

C) About the accident

Please use the back of these sheets and add to them as required to maintain one document

Date of Incident:

Time of Incident:

Location [include address and postcode]:

Describe what happened, once all the facts have been gathered and include photographic evidence:

INVESTIGATION REPORT FORM FOR ACCIDENTS OR NEAR MISSES

Type of Accident:

Please cross X for injury
Or A (Almost) for a near miss

Incident without personal injury	<input type="checkbox"/>	Trapped by something collapsing	<input type="checkbox"/>
Contact with moving machinery	<input type="checkbox"/>	Drowned or asphyxiated	<input type="checkbox"/>
Hit by moving, flying or falling object	<input type="checkbox"/>	Exposed to/contact with harmful substance	<input type="checkbox"/>
Hit by moving vehicle	<input type="checkbox"/>	Exposed to fire or hot surface	<input type="checkbox"/>
Hit by something fixed or stationary	<input type="checkbox"/>	Exposed to an explosion	<input type="checkbox"/>
Injured while handling, lifting or carrying	<input type="checkbox"/>	Contact with electricity/electrical discharge	<input type="checkbox"/>
Slipped on same level	<input type="checkbox"/>	Physical assault by a person	<input type="checkbox"/>
Fell from a height of less than 2 metres	<input type="checkbox"/>	Contact with a sharp objects	<input type="checkbox"/>
Fell from a height of over two metres	<input type="checkbox"/>	Tripped on same level	<input type="checkbox"/>

Print names of witness(es)	Dates at which witness(es) Interviewed plus attach statements

Causes of Incident: What do you believe caused this incident?

1
2
3
4
5

INVESTIGATION REPORT FORM FOR ACCIDENTS OR NEAR MISSES

Corrective Actions

Could you make any recommendations that if implemented may prevent this incident?

Sign off and Date

Approved by Area Chair

Approved and held by NFO / National Chairman

INVESTIGATION REPORT FORM FOR ACCIDENTS OR NEAR MISSES

Additional Notes