**Lions Clubs International MD 105 British Isles & Ireland**

**Health and Safety Aide Memoir for District and Club Safety Officers/Advisors**

**Introduction**

In general, health and safety laws apply to all. You need to take the right precautions to reduce the risks of workplace dangers and provide a safe working environment.

Health and safety management should be a straightforward part of managing your Clubs activities. It involves practical steps that protect people from harm and at the same time protect the future success and the growth of your Club. Good practice in health and safety makes sound business sense.

This Aide Memoir of web sites explains what the law requires and helps you put it into practice. The main law governing health and safety at work in the United Kingdom is the Health and Safety at Work etc Act 1974 (HSW Act). This places general duties on you to do what is *reasonably practicable. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk* to ensure health and safety.

Other regulations supporting the HSW Act set out more detailed legal duties for specific activities or industries. The Health and Safety Executive (HSE) has produced [publications](http://books.hse.gov.uk/)[2] to help you understand what these mean in practice. Information about useful publications and websites is listed below.

**How to use this Aide Memoir**

This Aide Memoir is easy to use and will help you comply with the law and prevent workplace accidents and ill health.

It is aimed as a starting point for those who have been appointed as a Club Safety Advisor and those who want additional advice on how to control workplace hazards and it will help you run a safe and healthy workplace.

You can select the topics that are relevant to you from a list including electricity, gas, harmful substances etc. [How to manage health and safety](http://www.hse.gov.uk/toolbox/managing/index.htm)[3] suggests how you can tackle the basics of health and safety. It shows how you can identify, assess and control the activities that might cause harm in your business.

**HSE website**

<http://www.hse.gov.uk>

Maintaining portable electric equipment in low-risk environments

<http://www.hse.gov.uk/pubns/indg236.htm>

**Electrical Safety**

<http://www.hse.gov.uk/toolbox/electrical.htm>

Portable petrol storage containers

<http://www.hse.gov.uk/fireandexplosion/portabable-petrol-storage-containers.pdf>

**Fire Safety**

<http://www.hse.gov.uk/toolbox/fire.htm>

Controlling fire and explosion risks in the workplace

<http://www.hse.gov.uk/pubns/indg370.pdf>

**Gas Safety**

<http://www.hse.gov.uk/toolbox/gas.htm>

How to carry out a COSHH risk assessment

<http://www.hse.gov.uk/toolbox/harmful/coshh.htm>

**The health and safety toolbox:**

**How to control risks at work**

[**http://www.hse.gov.uk/toolbox/index.htm**](http://www.hse.gov.uk/toolbox/index.htm)

**Harmful Substances**

<http://www.hse.gov.uk/toolbox/harmful/index.htm>

Working with substances hazardous to health: A brief guide to COSHH

<http://www.hse.gov.uk/pubns/indg136.pdf>

Example COSHH risk assessments

<http://www.hse.gov.uk/coshh/riskassess/index.htm>

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Providing and using work equipment safely

<http://www.hse.gov.uk/pubns/indg291.pdf>

**Machinery, plant and equipment**

<http://www.hse.gov.uk/toolbox/machinery/index.htm>

Using work equipment safely

<http://www.hse.gov.uk/pubns/indg229.pdf>

**Manual Handling**

<http://www.hse.gov.uk/toolbox/manual.htm>

Manual handling at work

<http://www.hse.gov.uk/pubns/indg143.pdf>

**Slips and Trips**

<http://www.hse.gov.uk/toolbox/slips.htm>

Preventing slips and trips at work

<http://www.hse.gov.uk/pubns/indg225.pdf>

Working at height

<http://www.hse.gov.uk/pubns/indg401.pdf>

**Working at Height**

<http://www.hse.gov.uk/toolbox/height.htm>

Safe use of ladders and stepladders

<http://www.hse.gov.uk/pubns/indg455.pdf>

**Risk Management**

<http://www.hse.gov.uk/risk/index.htm>

Risk assessment

<http://www.hse.gov.uk/pubns/indg163.pdf>

Reporting accidents and incidents at work

<http://www.hse.gov.uk/pubns/indg453.pdf>

**RIDDOR - Reporting of Injuries**

<http://www.hse.gov.uk/riddor/index.htm>

Reporting accidents and incidents in Northern Ireland

<http://www.hseni.gov.uk/contact-us/report-an-incident.htm>

Basic advice on first aid at work

<http://www.hse.gov.uk/pubns/indg347.pdf>

First aid at work

<http://www.hse.gov.uk/pubns/indg214.pdf>

**First aid at work** <http://www.hse.gov.uk/firstaid/index.htm>

**A-Z of guidance by health and safety topics** <http://www.hse.gov.uk/guidance/topics.htm#f>

Food Hygiene Guide <http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/hygieneguidebooklet.pdf>

Catering & Retail

<http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/allergy-labelling-prepacked.pdf>

**Food Hygiene**

<http://www.food.gov.uk/business-industry/caterers>

Allergen information for loose foods <http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/loosefoodsleaflet.pdf>

Food Hygiene Rating

<http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/goodhygienegoodforbusiness.pdf>

105 Health and Safety Policy

<http://lionsclubs.co/members/index.php/resources/health-safety-policy>

**MD 105 H&S Resources**

Road to Safety Booklet

<http://lionsclubs.co/members/images/RoadtoSafety/Road_to_Safety_Rev3_Jan17.pdf>

Food Hygiene Training

Lions Club members have access to a special rate of £1o (+VAT) per Learner. To obtain the Lions Group Discount you need to Click on to the **Lions Logo** on the saferfodhanler.co.uk web page and enter the code **LIONSCLUB22**

<http://www.saferfoodhandler.co.uk/lionsclub/>