

APPENDIX F (Risk Management Policy)

Policy

When the club organises activities in and for the public the club becomes responsible for the safety of Lions, volunteers, the public and the event. It is the policy of the club to carry out risk assessments for each of the projects delivered by the club and to implement the necessary risk reduction and management requirements identified.

Risk probabilities are defined as high, medium or low. The policy of the club is that all of the club's activities are designed so as to present the least risk to all participants.

It is the policy of the club that any risk assessed as 'high' will be unacceptable and that the activity must therefore be abandoned or be modified to achieve a low risk assessment. Alternative arrangements must be established for the required activity or adequate supervision, precautions and procedures are to be established and adhered to during the course of the event.

It is the policy of the Lions Club of Gillingham Mere & Shaftesbury to:

a) Apply and observe, a reasonable duty of care with respect to its members, families, contractors, volunteer helpers, visitors and members of the general public ensuring that all reasonable and practicable steps have been taken to protect their health, safety and welfare whilst working at, or attending any function or event organised by the club.

b) Provide and maintain, safe equipment together with the necessary information, instruction, training and supervision to enable members, volunteer helpers and contractors to carry out tasks safely.

c) Assess and manage the risks to all who participate in the fund raising, community service and social activities carried out by or on behalf of the club

d) Base the safety strategy on a process of continuous improvement, documented procedures that are applied in conjunction with current legislation and best practice.

e) Review this Health & Safety Policy on an annual basis or sooner in the light of changes in legislation.

Definitions

'Risk' has been defined as 'the chance, great or small, that damage or an adverse outcome will occur as the result of a particular hazard'. Risk may cause loss or harm and is measured in terms of the probability that it may occur and the resulting impact on the organisation.

A 'hazard' could include a trailing cable across a floor or the failure of volunteers to attend.

(It is important to recognise that the existence of a hazard does not always constitute a risk).

A considered trade-off between the level of risk (high, medium, low), the probability of occurrence (not likely or likely) and the frequency that it may occur.

Risk Management means good management it concerns being risk-aware but still being able to take risks in a controlled and managed environment.

Risk Categories are defined in Table A below:

Implementation

The policy will be achieved by nominating a club member as 'Risk Manager' (RM) to stay abreast of health, safety, risk and insurance issues by liaising with the District Risk & Insurance Officer and with the Multi-District Insurers (currently Miles Smith) and to bring such developments to the members attention and ensuring that the appropriate requirements are included in the club's procedural documentation and activities.

Responsibilities

The Risk Manager (RM) is responsible for maintaining contact with the District (105d) Risk & Insurance Officer and the MD Insurers for guidance, for ensuring that the mandatory requirements and principles are implemented within the club's activities and for maintaining the Club's Risk Register.

In particular the RM is responsible for ensuring that each event organiser has carried out a risk assessment by:

- a. Identifying the risks to which an event is exposed.
- b. Evaluating the risks in terms of probability and impact.
- c. Control of such risks by taking measures to eliminate them.
- d. Financing the risks by risk transfer to an insurer.
- e. Monitoring the results and responding to change.

And completing a risk assessment as shown in Table B

The President is responsible for including risk issues in the Club agenda and for ensuring that the RM is able to carry out the role effectively.

Fund Raising, Community Service, Membership and Social event organisers are responsible for carrying out risk appraisals and ensuring that the requirements of risk management are included in appropriate activity documentation and for briefing participating club members and supporters. The Risk Appraisal is to be signed by the event organiser and countersigned by the RM. The original is to be lodged with the Club Secretary and a copy held at the event and used to brief event participants.

The Secretary is responsible for retaining originals until a new 'original' is prepared.

Table A Risk Categories

Number	Risk Category	Description
1	Reputation Risks	Risks that relate to the logo or image of Lions Clubs International and which may cause embarrassment to the organisation and adversely affect 'public confidence' in Lions Clubs International.
2	Information Risks	Risks that relate to the loss or inaccuracy of data, systems and the timeliness of reported information.
3	Financial Risks	Risks that relate to losing monetary resources or incurring unacceptable liabilities.
4	People Risks	The risks associated with a volunteer organisation i.e., recruitment, retention and failure to attend.
5	Regulatory Risks	The risks related to the regulatory environment such as financial regulation, corporate governance, health & safety, data protection and other legislation.
6	Physical Risks	Risks related to fire, security, accident prevention and health & safety.
7	Business Continuity Risks	Risks associated with the continuation in the event of a disaster, reliance on operational equipment or loss of sponsorship or funding.
8	Contractual Risks	Risks associated with the failure of contractors to deliver services to the agreed cost and specification.
9	Environmental Risks	Those risks relating to pollution, noise, or the on-going energy efficiency of on-going service operations.
10	Economical Risks	Risks associated with the inefficient operation of systems and the duplication of effort. Consider the concept of 'over controlled'.

Table B Sample Risk Assessment Form



THE LIONS CLUB OF GILLINGHAM, MERE & SHAFTESBURY RISK ASSESSMENT

0845 833 8571 / Secretary@GMSLions.org.uk / www.GMSLions.org.uk / Facebook: GMSLions

Activity	Activity Date	Organiser	Assessor
Car Boot Sale	dd.mm.yyyy	A B Smethers	I M Wright

	Hazards (things with the potential to cause harm)
Please record here the main hazards likely to occur.	Collision or injury during car parking
	Cars accessing car park cause congestion in access roads
	Collision or injury in car boot sale area

	People at risk
Please detail here people who may be exposed to the risks identified.	Members of the public & Lions Club members
	Members of the public
	Members of the public & Lions Club members

	In place	Action
Please insert here the main control measures to reduce risks. Tick box where they are in place or make an action note if they need to be introduced.	√	Marshal roster prepared and marshals briefed
	√	Plan of area and signs placing prepared. Signs prepared and available
	√	Cones and stakes available, marshal roster prepared and marshals briefed.

Please make reference to (or attach) relevant documents or guidance associated with ensuring a safe system of activity
& Copy to Club Health & Safety Officer

Organiser Sig.

Date:

Risk Manager Sig.

Date

Original to Secretary.
Copy to be held at the event.

