



**National Federation of  
Women's Institutes**

**HEALTH AND SAFETY**

**GUIDANCE FOR EVENT  
ORGANISERS**

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## **Introduction**

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

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

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

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

## **NFWI**

### **HEALTH AND SAFETY AT WORK POLICY**

This statement is the NFWI'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 NFWI'S RESPONSIBILITIES**

The NFWI 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 NFWI 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 NFWI 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 NFWI.

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

The NFWI 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 NFWI 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 NFWI's operations.



General Secretary

Date 2013

## **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 NFWI's Health and Safety Policy, and to:

1. Ensure that the day-to-day implementation of NFWI's Policy is undertaken.
2. Ensure that all students understand and implement the NFWI 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 NFWI's Health and Safety Policy which relates to their own work.
3. Assist in ensuring the health and safety of all persons engaged in NFWI activities.
4. Encourage people who use services provided by the NFWI to take responsibility for their own actions in so far as they are able to do so.
5. Obey all instructions given by the NFWI'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 NFWI's instructions.
7. Undertake a health and safety check prior to the start of any course undertaken on behalf of the NFWI.
8. Use personal protective equipment when there is an identified need.
9. Report and record all accidents/incidents or dangerous occurrences on the NFWI Accident Reporting Form and to a line manager as soon as possible after the event occurs. If a reportable injury occurs, contact the Health & Safety Adviser, NFWI Unit immediately.

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

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

# NFWI RISK ASSESSMENT FORM

<b>Date of Assessment/Inspection:</b>	.....
<b>Venue:</b>	.....
<b>Carried out by:</b>	.....

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



## 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 <b>1-3</b>	Potential Consequence <b>1-3</b>	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:**

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### 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 Students

**Date of Course:**

**Venue:**

**Tutor Name:**

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**Register:** ♦ Completed and kept in room by the tutor

**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:** ♦ 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:** ♦ Students to be aware of risks

**Risk assessment:** ♦ Students made aware of any risks

Signed by Tutor.....

#### **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?			
<b><i>If a reportable injury occurs (see reverse of form), contact the Health &amp; Safety Adviser, NFWI Unit, immediately on 01865 391788</i></b>			
Date sent to:			
Course Organiser .....		Health & Safety Adviser .....	
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.

### **Produced By:**

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