

## **CII Local Institutes**

### **Health and Safety Policy**

#### **Introduction**

This document sets out the safety management strategy to be adopted by the CII's local institute network.

A Health & Safety policy is not legally required for organisations employing less than five people. As local institutes comprise of volunteers rather than employees, a formal Health & Safety policy is not required.

This strategy document has been prepared to define the way a local institute will manage Health & Safety and meet the requirements of Section 2 (3) of the Health & Safety at Work Act 1974.

The Health & Safety strategy is split into three sections:

- 1. Statement of intent** which sets out how the local institute is committed to manage their risks and meet their legal duties.
- 2. The organisation** section states who is responsible for what and informs people of their duties. It is the chain of command in terms of Health and Safety management.
- 3. The arrangements** section contains the details of what the local institute is going to do in practice to achieve the aims set out in their statement of intent. It will detail their arrangements for implementing the strategy.

## 1. Statement of intent

### Health and Safety Strategy Statement

The CII is the world's largest professional body dedicated to the insurance, savings and financial services sectors. It has over 120,000 members in over 150 countries and has an annual turnover in excess of £30 million.

Individually, the CII's members commit to continuing professional development, through learning and examination, to maintain their professional standing.

This is achieved through a network of local institutes and a dedicated group of industry volunteers offering a range of key local benefits. This includes:

- Technical and regulatory seminars and training courses
- Career guidance, mentoring and knowledge services
- Social and networking activities
- Community engagement initiatives
- Local news and information

This health and safety policy document is designed to assist the institute to ensure that they understand their responsibilities under UK Health and Safety Law, namely the Health and Safety at Work Act Etc. 1974.

The institute must ensure that health and safety is an important function of their business, events or any other processes undertaken in relation to the CII.

The institute will so far as is reasonably practicable: -

Continuously improve in health and safety performance through the constant development of their health and safety processes.

Ensuring that:

- Hazards are identified, assessed and controlled to reduce the risk to which employees/volunteers and others may be exposed.
- All employees/volunteers are involved in the development of the safe working practices which are part of a comprehensive risk management process.
- A positive health and safety culture through communication and consultation is developed.
- Safe plant and equipment are provided and maintained.
- Safe handling and use of substances.
- Information, instruction, supervision and training are provided to develop employees/volunteers as a key resource and improve competence.
- Accidents and cases of work-related ill health are prevented.

✓ Safe and healthy working conditions are maintained.

Responsibility for monitoring compliance with this strategy rests with the local institute council. This is accomplished by assessments, inspections and reports by the council members.

This strategy document will be reviewed at least annually or after any significant change.

The CII's local institute network accepts responsibility for the health and safety of other people who may be affected by their activities. The allocation of duties for safety matters and the arrangements which members will make to implement the strategy are set out in this document.

The strategy document will be kept up to date, particularly as the business changes in nature and size.

**Name and signature of responsible person/s.**

**Name:** Julie Hicks

**Position:** Regional Membership Manager

**Institutes:** Anglia / South East / South Central Anglia / South

**Name:** David Irvine

**Position:** Regional Membership Manager

**Institutes:** Scotland / North West / North East / Channel Islands

**Name:** Matt Ward

**Position:** Regional Membership Manager

**Institutes:** Midlands / North East / South West

## 2. Organisation

### Local Institute Structure

Overall responsibility for health and safety and ensuring that day-to-day this strategy document is put into practice is that of the local institute president.

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

#### Local Institute President

Responsibilities:

- ✓ Prepare and keep an up to date statement of the company's strategy for Health & Safety and ensure that it is brought to the attention of all employees/volunteers;
- ✓ Understand the statutory requirements affecting the company's operations;
- ✓ Ensure that appropriate training is given to all staff/volunteers as necessary, that records are maintained and the training needs of individuals are regularly reviewed against job requirements;
- ✓ Ensure all necessary insurance is arranged and report incidents to insurers;
- ✓ Arrange for fund and facilities to meet requirements of the company strategy;
- ✓ Prepare instructions for the organisation and methods for carrying out the company policy, to make sure each person is aware of their responsibilities and the means by which they can carry them out;
- ✓ Insist that sound working practices are observed as laid down by codes of practice and that work is planned, hazards identified, risks assessed, and methods of working comply with statutory provisions and company standards;
- ✓ Establish a system for the distribution of safety literature throughout the company.
- ✓ Maintain a log / accident register.

#### Local Institute Deputy President

Responsibilities:

- ✓ Ensuring that all works are conducted in a manner that is safe and without risk to employees/volunteers Health & Safety;
- ✓ Identifying employees/volunteers training requirements for their tasks;
- ✓ Ensuring work is carried out in accordance with local institute procedures;
- ✓ Ensuring employees/volunteers are aware of the risks associated with their tasks and are briefed on the control measures;
- ✓ Implementing the CII members occupational Health & Safety procedures;
- ✓ Leading by example and promoting Health & Safety;
- ✓ Read and understand this Health and Safety strategy and ensure that it is brought to the notice of employees/volunteers under their control. Carry out all work in accordance with its requirements;
- ✓ Do not allow employees/volunteers to take unnecessary risks;
- ✓ Ensure that new employees/volunteers, particularly apprentices and young people, are shown the correct method of working and all safety precautions;
- ✓ Report immediately any defects of plant or equipment;

- ✓ Set a personal example by carrying out their own work in a safe manner;
- ✓ Look for and suggest ways of eliminating hazards;
- ✓ Ensure first aid equipment is regularly checked.

### **Local Institute Council Members**

Responsibilities:

- ✓ Co-operate with the President and Deputy President on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of their own health and safety and report all health and safety concerns to an appropriate person (as detailed in this strategy document);
- ✓ Read and understand the company health and safety strategy and carry out their work in accordance with its requirements;
- ✓ Use the correct tools and equipment for the job;
- ✓ Keep work equipment in good condition;
- ✓ Report immediately to the management any defects in plant or equipment;
- ✓ Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it;
- ✓ Warn other employees/volunteers, particularly new employees/volunteers and young people, of particular known hazards;
- ✓ Report any injury to yourself which results from an accident, even if the injury does not stop you working;
- ✓ Undertake any training provided.

### **3. Arrangements**

The arrangements section contains details of what the local institute is going to do in practice to achieve the aims set out in their statement of intent. It is split into two sections:

- **Local Institute event safety arrangements**
- **Local Institute employing their own staff and/or maintaining their own premises**

Local Institutes must utilise this section to demonstrate their systems in place to fulfil their health and safety obligations.

If further Health & Safety support is required, guidance can be provided by the CII's Health & Safety Consultant TEAM Safety Services Ltd. The local institute is responsible for any costs associated with these services.

TEAM Safety Services

01582 794968

[info@teamsafetyservices.com](mailto:info@teamsafetyservices.com)

[www.teamsafetyservices.com](http://www.teamsafetyservices.com)

### **3a. Local Institute Event Safety Arrangements**

Local institutes must consider the health and safety needs for all events that they manage. The checklists below will help to ensure that the organiser has suitably assessed the event to comply with health & safety legislation.

Please choose the most relevant check list:

**Events within Managed Buildings (e.g hotels, conference centers etc.)**

**Events in Non-Managed Buildings (outdoor events, etc.)**

**Planning and management:**

It is important that all events are successfully managed and planned. The checklists below will enable you to consider the potential significant hazards and risks of your event. If any hazards are highlighted within the checklist then a suitable risk assessment should be completed to ensure the hazards are suitable controlled.

## **Events within Managed Buildings**

For an event within a well-managed premise such as an office or a hotel.

The venue provider should be able to provide the required information and assurances on the following issues highlighted within this checklist:

<b>Issues</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
<p><b>Fire, Emergency Exits &amp; Procedures</b></p> <p>Has the venue provider considered Emergency exits, pathways, gangways, access and egress routes clear?</p> <p>Are they clearly signed?</p> <p>Do emergency doors work?</p> <p>Are any Emergency doors locked?</p> <p>Is there a suitable evacuation procedure?</p> <p>Is there a suitable fire alarm?</p>			
<p><b>Fire Risk Assessment</b></p> <p>Has the Venue provided a Fire Risk Assessment? Was this completed within the last year?</p>			
<p><b>Electrical Equipment</b></p> <p>Is electrical equipment provided by the Venue PAT tested. (PAT - Portable Appliance Testing)?</p> <p><i>Any electrical equipment such as tea urns, laptops, projectors etc that does not appear to work properly must not be used, and should be reported to the Venue.</i></p>			
<p><b>Rooms/Areas You are using (including communal areas)</b></p> <p>They have provided have enough free space to allow people to move about with ease?</p> <p>Is the Temperature adequate in each area, i.e. not below minimum temperature of at least 16 degrees and not excessively hot?</p> <p>Has the venue ensured that the areas are adequately ventilated?</p> <p>Is lighting sufficient to enable people to work and move about safely?</p> <p>Is general cleanliness maintained on furniture, furnishing and fittings, surfaces of floors, walls and</p>			

<p>ceilings?</p> <p>Are noise levels in the area at acceptable levels?</p> <p>Are windows, Sky Lights or Transparent Doors that may pose a particular risk being managed?</p> <p>Are there sufficient sanitary conveniences and washing facilities provided at readily accessible places that are working effectively, and are clean with running hot and cold water, soap and clean towels and the safe disposal of sanitary products?</p>			
<p><b>Facilities</b></p> <p>Are lifts/escalators working properly, and have adequate provisions been made for the safe emergency evacuation of disabled people?</p> <p>Is the venue and location suitable with adequate accessible areas, ramps etc?</p> <p>Is car parking available?</p> <p>Is baby changing or child minding facilities available?</p> <p>Is a prayer room available?</p>			
<p><b>Food Preparation</b></p> <p>Does the venue have the relevant hygiene certificates?</p>			
<p><b>First Aid</b></p> <p>Does the venue have nominated First Aider/s, and first aid facilities?</p>			
<p><b>Slips, Trips, Falls</b></p> <p>Are all floor surfaces in the function room being used and communal areas free from hazards that may cause a slip, trip or falls?</p> <p>Do stairwells have handrails?</p> <p>Are trailing cables kept to a minimum, and safe?</p>			



## **Events in Non-Managed Buildings (outdoor events, etc.)**

Does the Event Plan include the following?

<b>Organisational Chart-</b> Detailing allocation of responsibilities, Event Leader, chief steward, First Aider etc.	
<b>Details of event-</b> including schedule of activities, details of acts/entertainers, times, locations etc.	
<b>First Aid Plan-</b> including location of first aid facilities, details of first aiders, liaison with local Dr's/ health centre/hospital.	
<b>Site plan-</b> showing location of activities.	
<b>Communications Plan-</b> showing allocation of Radio's, mobile phone details of key personnel.	
<b>Stewards List-</b> showing adequate numbers of staff/volunteers	
<b>Duties list-</b> Showing details of tasks, locations, and times.	
<b>Crowd Control/Traffic Issues-</b> numbers and locations	
<b>Emergency Plan-</b> evacuation procedures, assembly points.	

Complete the following check list for the event making sure to answer yes or no to all questions. Mark N/A (non-applicable) where a question asked is irrelevant.

### **Planning**

Has due consideration been given to?

	Yes	No	n/a
The suitability of location or venue design			
Selection of competent workers, volunteers			
Construction of stages, tents etc.			
Safe delivery and installation of equipment and services			
Shows - crowd management, transport strategies			
Arrangements for fire, first-aid contingencies and major incidents.			
Removal of equipment and services			
Rubbish collection and waste water disposal			

### **Venues and Site Design**

Has due consideration been given to?

	Yes	No	n/a
Space for audience			
Temporary structures			
Backstage facilities			
Parking			
Rendezvous points			
Ground Conditions			
Traffic and pedestrian routes, emergency access and exit.			
Are they suitable to handle proposed capacity?			
Geographical location, proximity to services, facilities etc.			
Dangerous features (natural hazards rivers etc.)			
Venue access and egress			
Fire and ambulance requirements			
Welfare facilities			

## Fire Safety

Has due consideration been given to?

Outdoor Venues	Yes	No	n/a
Exits and gateways locked/unlocked, staffed			
All exits and gateways clearly marked by signs			
Stewards throughout event			
Provision of fire extinguishers			
Has local fire-station been notified of event?			
Has a clear entry been left for fire emergency services?			
Indoor venues			
Does the venue have adequate and working fire exit signage			
What are the venue's fire safety arrangements			
Are fire extinguishers provided in all areas to be used?			
Have fire extinguishers been recently checked?			
Have any electrical hazards been identified and made safe?			
Are all emergency exits clear?			
Are flammable liquids or materials to be used?			
Is the fire alarm in working order and recently checked?			

## People Management

Has due consideration been given to?

	Yes	No	n/a
Entry & exit of persons			
Signage			
People with a disability-access issues/seating			

## Transport Management

Has due consideration been given to?

	Yes	No	n/a
Traffic marshalling: <input checked="" type="checkbox"/> who does it <input checked="" type="checkbox"/> how many <input checked="" type="checkbox"/> training <input checked="" type="checkbox"/> PPE			
Vehicle parking: <input checked="" type="checkbox"/> Cars <input checked="" type="checkbox"/> buses			
Emergency access			
Pedestrians			
On-site vehicle management			

## Emergency Planning

Has due consideration been given to?

	Yes	No	n/a
Key decision-making workers			
Stopping the event			
Emergency routes and access for emergency services			
People with special needs			
Alerting procedures			
Evacuation measures			
Details of temporary mortuary facilities			
Outline of the role of those involved			
Details of emergency equipment location and availability			
Communication			
Bomb threats			
Cancellation of event(s)			
Media management			

## Structures /Electrical Installation & Lighting

Has due consideration been given to?

<b>Structures</b>	Yes	No	n/a
Location considerations			
Supplier			
Design			
Erection – general H&S principles			
Lifting and rigging equipment			
Dismantling			
Documentation:			
<input checked="" type="checkbox"/> design drawings/calculations			
<input checked="" type="checkbox"/> risk assessments			
<input checked="" type="checkbox"/> safety method statement			
<input checked="" type="checkbox"/> completion certificate			
Monitoring of structure			
Protection against falls			
Adequate lighting			
Electrical Installation and Lighting			
Planning e.g. total power, use of generators			
Installation			
Access to electrical equipment			
Generators			
Portable electrical equipment			

### Communication

Has due consideration been given to?

	Yes	No	n/a
Communication within the organisation			
Public information and communication			
Alerting procedures			
Regular updating			
Emergency public announcements			

### Food and Drink

Has due consideration been given to?

Food & Drink	Yes	No	n/a
Catering operations – inspection during event			
Positioning of catering operators			
Electrical installations –power supplies			
Drinking water			
Monitoring of arrangements on site			

### Sanitary Facilities

Has due consideration been given to?

	Yes	No	n/a
Numbers attending/numbers of welfare facilities required			
Location			
Type			
Containers for sanitary towels/nappies			
Special needs provision			

### Other event issues

**Risk assessments should be carried out for the event issues below including attention to the following:**

#### Amusements and Attractions

Assessment of hazards  
Competence of operators  
Insurance/inspections certificates  
Setting up, operating, dismantling  
Space/emergency access  
Noise - Control and monitoring  
Employees/volunteers  
Audience

## **Special Effects, Fireworks and Pyrotechnics**

Fog and vapour effects – COSHH assessments  
Strobe lights  
Lasers/high power projectors  
Fireworks – arrangements  
Pyrotechnics

**Also you must consider the following:**

## **Facilities for People with Different Needs**

Provision of information  
Site design  
Access  
Ramps (BS 5810: 1979 less than 1 in 12)  
Viewing areas  
Facilities  
Support  
Evacuation  
Baby changing / Child minding  
Car parking

Please refer to your Equality & Diversity policy for further information.

## **Children**

Lost children  
Care of children at dedicated areas  
Child protection at dedicated areas  
Facilities at dedicated areas  
Numbers of children at dedicated areas  
Activities at dedicated play areas

## **Health and Safety Responsibilities**

How are people informed of responsibilities?

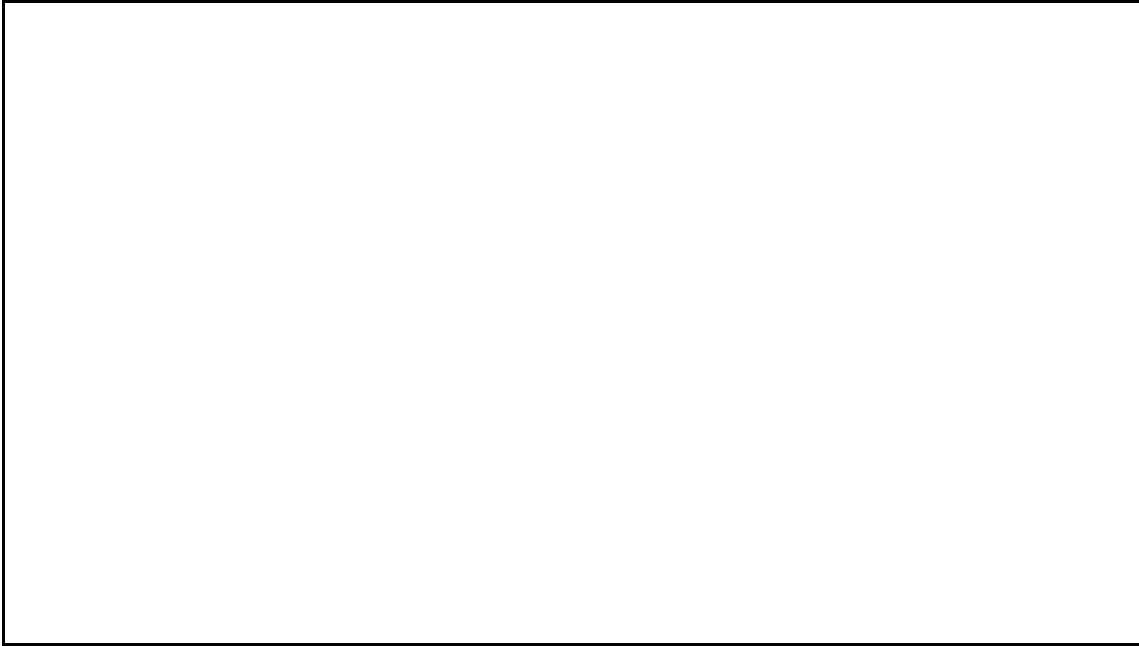
i.e. site owner  
events organiser  
contractors, self employed  
employees

## **Licensing**

Entertainment licensing etc.

How is it managed/monitored?

**Other Comments**

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## Event Risk Assessment

This is to be completed for hazards identified within the Event Health & Safety Plan checklist.

		Severity Score								
		1	2	3	4	5	Severity Score		Likelihood Score	
<b>Likelihood Score</b>	<b>1</b>	1	2	3	4	5	Minor Injury	1	Remote Possibility	1
	<b>2</b>	2	4	6	8	10	First Aid Injury	2	Possible	2
	<b>3</b>	3	6	9	12	15	7 Day Injury	3	Probable	3
	<b>4</b>	4	8	12	16	20	Major Injury	4	Highly Probable	4
	<b>5</b>	5	10	15	20	25	Fatality	5	Inevitable	5

Potential Hazard	Who is at risk?	Risk Rating	Preventative Measures	Risk Rating	Responsibilities
<i>Example - A fire and being unable to escape due to blocked fire exit.</i>	<i>All persons within the event area.</i>	<i>5 x 3=15</i>	<i>Instruct hotel staff to unblock fire exit before event takes place. Check all fire exits to ensure there are available and ready for use.</i>	<i>5 x 1 =5</i>	<i>The responsible person for the event will check all fire exits before the event. The hotel must ensure their fire exits are readily available.</i>

### 3b Local Institute employing their own staff and/or maintaining their own premises

Please read through the guidance notes on all eleven sections. Then answer the questions below. If you answer **NO** to any of the eleven questions then your institute may not be legally compliant.

		YES	NO
1	<b>Do you have competent advice for health and safety matters?</b>		
2	<b>Do you have a health and safety policy for your business?</b> <i>If you employ five or more people.</i>		
3	<b>Are all risks within your business suitably controlled, and have written risk assessments been recorded?</b> <i>If you have five or more employees this is a legal requirement, but is recommended for all.</i>		
4	<b>Do you consult your employees on health and safety?</b>		
5	<b>Do you provide your employees with suitable information and training?</b>		
6	<b>Do you provide suitable workplace facilities?</b>		
7	<b>Do you have suitable arrangements for first aid, accidents and ill health?</b>		
8	<b>Have you displayed the health and safety law poster, or do you provide every employee with the equivalent pocket card?</b>		
9	<b>Do you have suitable employers' liability insurance?</b> <i>This must be a minimum of five million pounds.</i>		
10	<b>Do you keep up to date with legal changes within your industry?</b>		
11	<b>Do you have an up to date fire risk assessment for your business premise?</b>		



## Guidance Notes

### 1. Decide who will help you with your duties

As an employer, you must appoint someone competent to help you meet your health and safety duties.

This could be:

- Yourself;
- An employee;
- A consultant.

If a consultant is used, it is recommended that you use the Occupational Safety and Health Consultants Register.

<http://www.oshcr.org/Search/Details/97fc2ac1-2b11-4913-956a-f82d57408c21>

### 2. Write a health and safety policy for your business

This must describe how you manage health and safety in your business and will let your staff and others know about your commitment to health and safety.

If you have five or more employees, you must have a written policy. The policy does not need to be complicated or time-consuming.

### 3. Manage the risks in your business

You must manage the health and safety risks in your workplace. To do this you need to think about what in your business might cause harm to people and decide whether you are doing enough to prevent that harm. This is also known as Risk Assessment.

**Risk Assessment** – is about identifying sensible measures to control the risks in your workplace.

**Assessing Risk** – think about how accidents could happen and who might be harmed. Ask your employees what they think the hazards are and how they can be best controlled. Once you have identified the risk and what you need to do to control them, you must put appropriate measures in place.

**Record your findings** – if you have five or more employees you must record your risk assessments (it is good practice to always record them).

You must ensure you regularly review your risk assessments to ensure they are still suitable and sufficient. If there are any changes to your workplace (equipment, substances, processes, employees etc.) which could lead to new hazards, a review of your risk assessments is required.

### 4. Consult your employees

You have to consult all your employees on health and safety. This should include:

- a. Health and safety and the work they do;
- b. How risks are controlled;
- c. The best ways of providing information and training.

You can consult your employees:

- ✓ Directly;
- ✓ Through a health and safety representative.

## **5. Provide training and information**

Everyone who works for you needs to know how to work safely and without risks to their health. You must provide clear instructions, information and adequate training for your employees.

Some staff may have particular training needs:

- ✓ New starters;
- ✓ Those with extra responsibilities e.g. fire marshals, first aiders;
- ✓ Managers - understanding health and safety responsibilities;
- ✓ Health and safety representatives.

## **6. Provide the right work place facilities**

You must protect the safety and health of everyone in your workplace.

Basic things you need to consider:

Welfare facilities –

- ✓ Toilets and hand basins, with soap and towels or a hand-dryer;
- ✓ Drinking water;
- ✓ A place to store clothing (and somewhere to change if special clothing is worn for work);
- ✓ Somewhere to rest and eat meals.

Health issues –

- ✓ Good ventilation – a supply of clean fresh air;
- ✓ A reasonable working temperature (usually at least 16°C or 13°C for strenuous work);
- ✓ Suitable lighting;
- ✓ Enough room space and suitable workstations and seating;
- ✓ A clean work place with appropriate waste containers.

## **7. Make arrangements for first aid, accidents and ill health**

First Aid –

You must have first-aid arrangements in your workplace. As a minimum, you must have:

- ✓ A suitably stocked first-aid box;
- ✓ An appointed person to take charge of first aid arrangements;
- ✓ Information for all employees on first aid arrangements.

Accidents and ill health –

You must report and keep a record of certain injuries, incidents and classes of work related disease.

## **8. Display the health and safety law poster**

If you employ anyone, you must display the health and safety law poster, or provide each worker with a copy of the equivalent pocket card. The poster has to be displayed where your workers can easily read it.

## **9. Get insurance for your business**

If your business has employees you will need employer's liability insurance. This must be a minimum of 5 million pounds.

### **10. Keep up to date**

Following news and events in your industry will help you keep your policies and risk assessments up to date.

### **11. Ensure a fire risk assessment has been completed on your business premise/premises**

A Fire Risk Assessment is an organised and methodical look at a premises, the activities carried out there, and the likelihood that a fire could start and cause harm to those in and around the premises. It is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005.

The aims of a fire risk assessment are:

- ✓ To identify the hazards
- ✓ To reduce the risk of those hazards causing harm to as low a level as reasonably practicable
- ✓ To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

A fire risk assessment must be completed by a competent person annually and reviewed if there are any changes.

#### **NOTE:**

TEAM Safety Services Ltd offers a wide range of health and safety support including:

- ✓ Provision and revision of health & safety policies
- ✓ DSE assessments and workplace audits
- ✓ HSE approved first aid training
- ✓ Health & safety law posters
- ✓ Fire risk assessments
- ✓ HSE approved first aid at work

For further details visit [www.teamsafetyservices.com](http://www.teamsafetyservices.com)