

**LIONS CLUBS INTERNATIONAL**

**DISTRICT 201 N5**



**CLUB SAFETY and SECURITY OFFICER'S**

**OPERATIONS GUIDELINES**



## **Club Safety and Security Officer's Operational Guidelines**

**Aim:** The aim of this document is to provide guidance to the Lions clubs of District 201 N5 on the role and functions of the club based Safety and Security Officer in relation to the club projects and activities.

**Objects:** The objects of the role and function of the club Safety and Security Officer are to ensure a safe environment for conducting the club project and/or activity for the club members and the general public.

### **Why do Clubs Need a Safety and Security Officer?**

When a club discusses the pros and cons of taking on a project and/or an activity, the discussions are mainly Centred on responsibilities and who will do what and when. During these discussions very little time, if any, is spent discussing the safety and/or security aspects of the project or activity.

From a Club's point of view they need to ensure that the safety and security aspects of any project and/or activity are considered and discussed and acted upon during the planning, preparation, operational and conclusion of the project and/or activity. Under common law we, the organisers of the project and/or activity have a duty of care to our members and the general public.

Also from an insurer's view point the actions of conducting some simple safety and security checks before, during and after the project and/or activity has the potential to reduce the safety and security risk and possible claim against the club and its insurer. The task of conducting some simple safety and security checks can help prevent unnecessary pain and suffering to our club members and the general public.

### **What are the Consequences of Not Appointing a Safety and Security Officer?**

It is clarified that it is not compulsory for a club to appoint a Safety/Security Officer. However, it is strongly recommended that all clubs appoint one of its members as their Safety and Security Officer. An incident in South Australia, where an injured club member sued his club for NOT appointing a Safety Officer as recommended. Common sense indicates that a club with an active Safety and Security Officer, who conducts simple safety and security checks, are in a good position to minimise the possibility of injury to persons and/or property and a practical demonstration of Duty of Care.

If your club doesn't have a Safety/Security Office Lions members are still covered by the Lions Insurance Policies, should there be an accident. Currently there is nothing in the policies to eliminate coverage for failure to appoint a Safety/Security Officer.

### **What Qualifications Does The Safety/Security Officer Need?**

There is no need for the club member who is appointed to the position of Safety/Security Officer to have formal safety and first aid qualifications, the main requirements are common sense and an eye for detail. The Safety/Security Officer should not be allocated any other duties at projects or activities so that he or she is free to wander around and observe that the required safety and security requirements are being maintained and when necessary take the appropriate actions to correct any problems observed.

### **What Happens if the Safety/Security Officer is not Available to Carry Out the Duties Prior to and During the Project?**

It is obvious the person appointed by the club to be their Safety/Security Officer will sometimes be unavailable to carry out the specified duties. Some simple options that could be considered by the club to overcome such a situation:



- a. Formation of a Safety Committee with the Safety/Security Officer as the chairman of that committee. This would enable any member of that committee to be delegated to undertake the Safety/Security duties for the project/activity, in the unavailability of the Safety/Security Officer.
- b. Have the Safety/Security Officer liaises with a member who will be attending the project/ activity and brief them on the safety and security requirements to be undertaken.

### **What are the Duties and Responsibilities of the Club Safety/Security Officer?**

The appointed club member should not be allocated any other duties at the project/activity; they should take control of all safety/security matters that are the responsibility of the Lions Club. The duties of the Club Safety/Security Officer should include, but not limited to the following:

- a. Safety and security checks of site or sites where project or activity is to be conducted. Checks should be conducted prior to and during the conduct of the project and/or activity.
- b. Making sure that all club members working on the project or activity have been briefed on the safety and security requirements relating to that project or activity.
- c. Recording and reporting actions taken to ensure safety and security of the project or activity.
- d. Clearly documenting details of any safety and/or security incident that may occur during the project or activity, and reporting such incidents to the Safety Committee and the Club's Board Meeting
- d. Ensuring that the specified requirements of Lions insurances, as detailed in the Multiple District Directory is followed. Including immediate notification to the insurance broker or his representative in the event of an accident occurring.

### **What if the Club Safety/Security Officer Makes a Mistake?**

Should the Club Safety/Security Officer or their delegate make a mistake or overlook a blatant defect or potential hazard, the officer or delegated person are covered by Lions insurance as long as they were acting in the capacity of a Lion.

### **Conclusion**

All we as club members can do is to take common sense steps to ensure that our members, non-members and the general public remain safe while involved with a Lions project or activity. It is through a positive and diligent approach. We as responsible Lions should strive to do the best we can to establish and maintain a safe working environment.

As individual Lions we should remember that if we are involved with a Lions' project or activity and a safety or security matter arises, the matter should be immediately brought to the attention of the Safety/Security Officer and project chairman.

EACH OF US has a responsibility to ensure safety and security at all times. After all insurance might compensate for a loss, but it will never bring back a loved one or a limb.

Further information on safety issues may be obtained from the insurance brokers' representative, and from state/territory safety organisations.



### **Outline of Safety and Security Survey Criteria.**

There are five main parameters which the Safety and Security Risk Analysis survey should concentrate the review and evaluation on. These parameters are:

- a. Emergency procedures and facilities including:
  - (i) Emergency policy, procedures and appointment of a club or project/activity safety and Security Officer,
  - (ii) Fire fighting appliances, as required by local government regulations and a fire evacuation plan, location of a safe assembly area,
  - (iii) Determination of the response time of emergency services to project and/or activity site.
  
- b. Survey of the possible areas that could tribute to personal injury from any one of the following:
  - (i) Trips,
  - (ii) Slips
  - (iii) Falls
  - (iv) Falling objects.
  
- c. Buildings and Facilities
  - (i) Safety and security of the property, fixed facilities and mobile equipment,
  - (ii) Safety and security of the buildings and assets within buildings and facilities used for project,
  - (iii) Safety and security control of the entry and exit to and from the property and its facilities,
  - (iv) Safety and security of any trailer, caravan towing devices and road worthiness equipment,
  
- d. Equipment safety both within the grounds and building of the site area where the project/activity is to be conducted, in the areas of:
  - (i) Grounds (including playing fields), outside seating, steps & stairways, ramps, railings and footpaths.
  - (ii) Walkways, emergency exit doors from common rooms and facilities,
  - (iii) Soundness of trees and shrubbery in and around the project and/or activity site,
  - (iv) Possible obstacles which could hinder the controlled evacuation from the project and/or activity site in the time of an emergency.
  
- e. Electrical Safety in the area of:
  - (i) Safety and security of outside electrical leads, lights, fittings and appliances to be used for the project and/or activity,
  - (ii) Safety and security of inside electrical lights, fittings and appliances to be used for the project and/or activity,
  - (iii) Establish a criteria for inspection and testing of club owned electrical appliances and leads and maintain records of such inspections and tests.

The above criteria are the general criteria which should be evaluated to ensure a safe and secure environment in which to conduct our Lions projects and activities. These five criteria form the solid base of an effective safety programme for any establishment where people are involved.

An example of a Safety and Security checklist is attached for review and evaluation by each Lions club involved in projects and/or activities which involve members and the general Public.