

# Health & Safety

## Why is YFC interested in Health & Safety?

YFC is committed to providing a safe environment in which young people can enjoy the full range of activities that YFC is able to offer.

YFC recognises that it is impossible to provide a totally safe, or risk free environment, and indeed, learning to recognise and manage risk is an important part of life.

The intention of the YFC Health & Safety policy is to enable YFC members to identify risk, to manage it in a cost effective way and so provide an environment for YFC activities which minimises the risk to the **health, safety and welfare** of YFC members and other people around us.

## Other reasons to think about H&S:

Add your own ideas to these lists, using the spaces provided.

### Moral:

Accidents

Reputation

Taking responsibility

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### Legal:

Criminal Law

Civil Law

Insurance

Licensing

Financial

Fines

Damages

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## Health & Safety Officers

Each YFC club must elect a person to take lead responsibility for the implementation of the Health & Safety policy at all YFC events in the club.

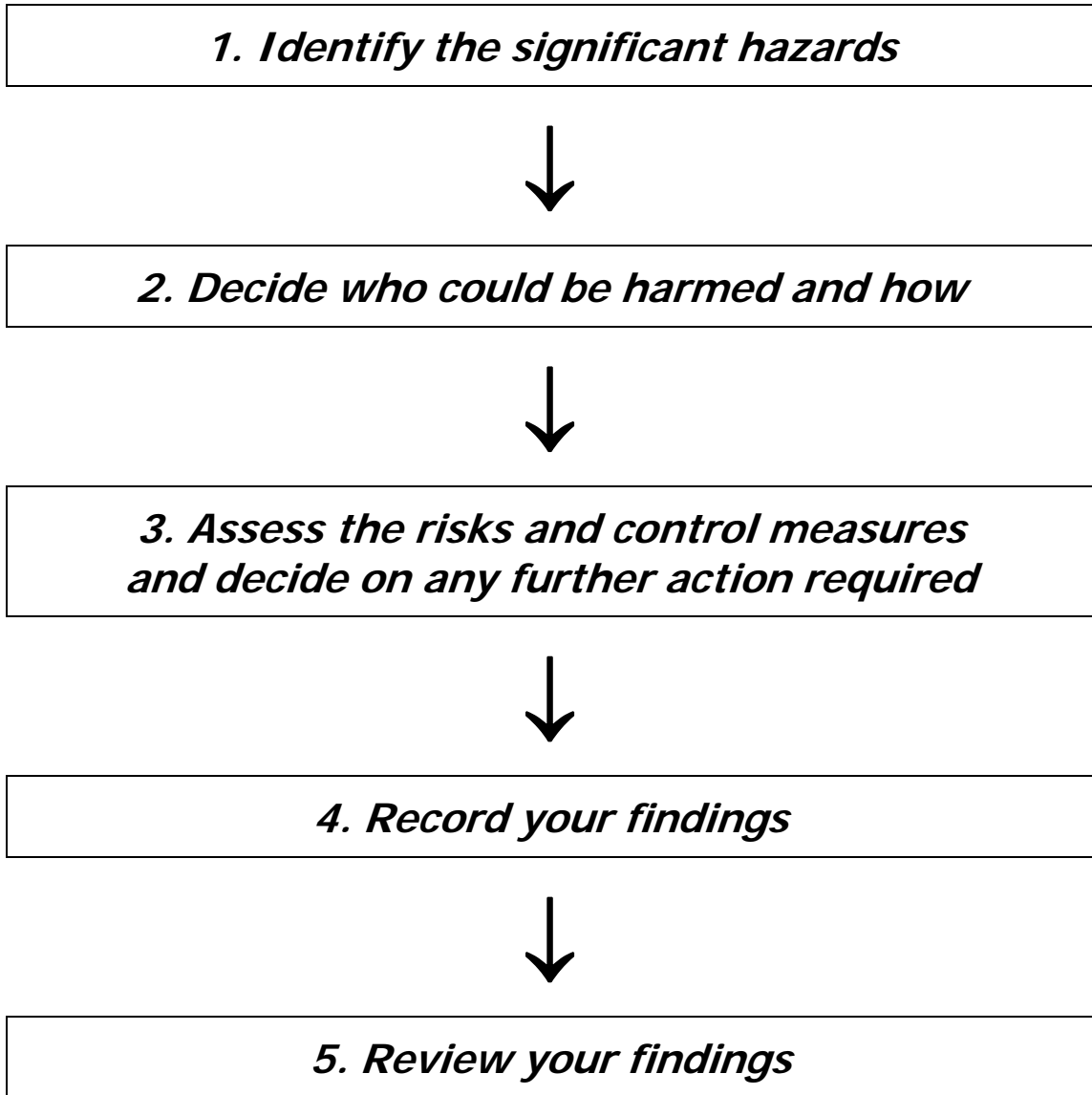
This should be a conscientious member who has the respect of the club. To help them in their role, the County Health & Safety team will run a short training evening each year, and are willing to provide any extra support as and when required.

## Risk Assessment

Risk assessment is one of the most important aspects of Health & Safety, and this of this document focuses on making these assessments as straight-forward as possible.

# Risk Assessment - How To Do It Painlessly

There are 5 basic steps to follow when undertaking risk assessments:



# Step 1 - Identifying Hazards

**A hazard is something with the potential to cause harm.**

When looking for hazards, be realistic, and don't go looking for obscure hazards which are not relevant.

## Examples of hazards:

Add your own ideas to these lists, using the spaces provided.

### Physical:

- Poor guarding/barriers/fencing
- Working at height
- Uneven or slippery surfaces
- Spillages
- Equipment and machinery
- Vehicle movements
- Electricity
- Animals
- Alcohol
- Fire
- Water
- Adverse weather
- Loud noise
- Aggressive behaviour
- Asbestos
- Inadequate first aid provision
- Inadequate training/ competence/ information
- Lack of safety signs
- Poor lighting
- .....
- .....
- .....
- .....
- .....
- .....

### Ergonomic:

- Manual handling operations
- Poor working practices
- Poor working posture
- .....
- .....
- .....

### Chemical:

- Hazardous substances
- Pesticides
- Cleaning products
- Solvents
- .....
- .....
- .....

### Biohazards:

- Zoonoses - Diseases transmitted from animals to humans
- Animals - carry diseases
- Tetanus
- Food poisoning
- Animal faeces
- Animal carcasses
- .....
- .....
- .....

## Step 2 - Identifying Who Might Be Harmed

This needs to be done, as it focuses your attention. You need to think about who is at risk. For example, there is no point worrying about members of the public injuring themselves in an area where only members will be present.

### Examples of categories of people who may be at risk:

**YFC members**

**Members of the public**

**Children**

A separate risk assessment may be needed for those under 16 if they are used as "helpers"

**Pregnant women**

Consider risks from lambing sheep, adequate rest periods etc

**Special needs persons**

Provision for access, sanitary provision etc

**Contractors**

Need for competency checklist, risk assessments etc

**Lone workers**

Communication difficulties

## Step 3 - Assessing Risks

**Risk is the likelihood that a hazard will cause harm to someone**

When assessing risks, remember you are assessing the hazards you have previously identified as you see them on the day. Do not be distracted by promises of what might be done before the event.

Risk could be influenced by a particular site or location, where there may be unsuitable or poorly maintained equipment, or poor storage, handling or transport arrangements. Risk could also be related to bad practices, due to poor training, information, instruction or supervision.

Previous accident or incident records may help to assess the level of risk.

### Scoring Risks

Risks can be rated by means of a simple scoring system. A system using scores of 1 to 5 gives a good balance of ease of use and worthwhile results.

#### 3a - Assess the likelihood of harm occurring

A low score indicates the likelihood of the hazard causing someone harm is low.

This simple table will help you decide on a score:

LIKELIHOOD SCORES and typical description	
1	Very unlikely
2	Small chance
3	Possible
4	Probable
5	Inevitable

#### 3b - Assess the potential severity of the harm resulting.

A low score indicates the potential severity of injuries would be low.

This simple table will help you decide on a score:

SEVERITY SCORES and examples of potential injury types	
1	Minor scratches or grazes, or bruises
2	Injuries which typically need basic First Aid, such as minor cuts, sprains or strains
3	Injuries which typically need medical attention, such as deep cuts or lacerations. Minor burns.
4	Typically injuries which will need immediate hospital attention Severe burns Broken bones Head injuries, especially blows to the head or concussion
5	Permanent injuries, such as amputations or loss of sight Death

# Step 3 continued - Calculating Risk Ratings

## 3c - Calculate a risk rating

Having given scores for Likelihood and Severity, simply multiply your two scores together, which should give a result between 1 and 25. This matrix can be used to make this easy - even if you get your two figures back to front, you will still get the same answer.

		LIKELIHOOD SCORE				
		1	2	3	4	5
SEVERITY SCORE	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

From your score, you can now use the following scale to decide what control measures are necessary.

RESULTS AND CONCLUSIONS	
1 - 3	No further action necessary
4 - 9	Proceed with caution
10 - 14	Further control measures are necessary to reduce or remove risk
15 - 19	Risk needs to be significantly reduced or removed before proceeding
20 - 25	This activity, as assessed, is too dangerous to proceed with

You can now see that very dangerous hazard that is well protected (such as high-voltage mains equipment in a secure cabinet) can give a very low Risk Rating, and therefore will not require any further action.

On the other hand, a simple everyday item such as a broken window can give a high Risk Rating, as it is inevitable that someone will cut themselves on the broken glass at some time. The actions needed in this example could be as simple as removing the broken glass.

In all cases, these scores are only a guide. If you see or feel that something needs doing to improve safety, that that is a legitimate reason to make a record and insist on corrective action.

## Step 3 continued - Control Measures

**Control measures are anything which will make the activity safer.**

The general recommendations for control measures is ideally to remove the hazard; if this is not feasible then reduce the risk; or as a last resort use PPE.

### 3d - Note down the current control measures

By making notes, you will make yourself and others more aware of any existing safety provisions, for example highlighting that a safety barrier was in place when you made your assessment, and should therefore stay there.

### 3e - Make your recommendations for any additional measures needed

Use your judgement and experience, but above all use your common sense.

#### Examples of control measures:

Ensure adequate supervision / training / information / warnings

Elimination of the original hazard, or the risk, for example buying ready sawn timber rather than using a chainsaw.

Setting up barriers or guards.

Enclose it in a way that eliminates the hazard or controls the risk.

Using a different (safer) piece of equipment.

Training people in safe practices.

Substitution by something less hazardous, for example emulsion paint instead of solvent-based.

Use a safer system of work that reduces the risk to an acceptable level.

Introduce written procedures that are known and understood by those affected.

Personal protective equipment (PPE).

# Step 4 - Recording Your Findings

Recording your risk assessment is a legal requirement. A Risk Assessment should be carried out for each event, and kept in the clubs Health & Safety folder.

Risk Assessments should be "suitable and sufficient" and based on HSE Guidance.

Staffordshire Federation of Young Farmers Clubs		Risk Assessment				
<b>Risk Assessment for:</b> <i>Disco in a marquee</i>		<b>Venue:</b> <i>In a farmer's field</i>	<b>Date:</b> <i>July 2009</i>	<b>Assessed by:</b> <i>A Member</i>	<b>Review date:</b>	
Hazard	Who is at risk?	Current Controls	Likelihood	Severity	Risk Rating	Further Action
Electric supply	All	Supply cables all at rear of marquee.	3	4	12	Area to be roped off. Stewards and security to be aware that no persons should be in this area. Circuit breakers to be used.
Sheep in next field - zoonoses	All	Fencing is good.	2	3	6	
Broken glass	All	Plastic glasses. No bottles issued over bar	1	3	3	Bar staff to be reminded.
Large potholes in ground behind bar area of marquee	Bar staff	none	5	4	20	Holes must be filled before event Must be reassessed before event

## Step 5 - Reviewing Your Findings

This is a critical part of Risk Assessment process, as it allows you to make changes in response to changing circumstances and events.

It is important during the event, that the Health & Safety Officer is aware of how well the control measures, put in as a direct result of the risk assessment, are working. Changes should be made, as appropriate, as the event unfolds. This should be welcomed by the club, rather than viewed as an unnecessary interference.

The Health & Safety Officer should have the authority to stop an event (in conjunction with event organisers) if he or she considers the risk of continuing to be too great to the individuals concerned, whether they be YFC members, supporters, staff members or members of the public. This authority must be well understood by all those involved in running or participating in the event.

Although we cannot provide an environment which is completely free from risk, control measures may sometimes be inadequate, resulting in an accident. In the event of an accident happening, it is important that we review what went wrong.

Similarly if the event goes well, we need to reflect on how our control measures worked, to ensure that they are repeated at future events.

The Accident Reports folder, held in the County Office, is a valuable tool in enabling you to detect trends in accidents at YFC events. There is a clear expectation by the Health and Safety Executive that individuals responsible for arranging events and activities will take note of these trends and take appropriate action to minimise future risk.

If necessary, add extra lines and notes to your Risk Assessment form as you review your assessments leading up the event.

# Appendix 1

## Risk Assessment Checklist For Event Organisers



## Appendix 2

### Other safety documentation which may be useful:

- Health & Safety policy
- Health & Safety folder
- Emergency plans
- Insurance documentation
- Accident records
- Method statements
- Written procedures
- Safe systems of work
- Fire Inspection records
- Fire extinguisher maintenance records
- Training Records
- Written Schemes of Examination for Lifting equipment and pressure vessels
- Instruction manuals for machinery and equipment
- PPE Records
- Maintenance and service records
- Rodent Control Records
- Electrical and PAT records
- Gas safety checks
- Licensing records
- Contractor records
- Permits to work
- Third party assessments
- RIDDOR
- Safety Information
- Waste Records

# Appendix 3

## Risk Assessment - Further Help And Guidance

### HSE Publications

Charity and Voluntary Workers: A Guide To Health & Safety At Work ( HSG192)  
The Event Safety Guide ( HSG195)

Available from:

#### HSE Books

Tel 01787 881165  
[www.hsebooks.co.uk](http://www.hsebooks.co.uk)

#### HSE Information Line

Tel 08701545500  
[www.hse.gov.uk](http://www.hse.gov.uk)

## Other useful information sources

### The Royal Society for the Prevention of Accidents (RoSPA)

Tel 0121 248 2000  
[www.rospa.com](http://www.rospa.com)

### Ambulance Services Association

Tel 020 7928 9620  
[www.asa.uk.net](http://www.asa.uk.net)

### National Outdoor Events Association (NOEA)

Tel 081 669 8121  
[www.noea.org.uk](http://www.noea.org.uk)

### St Johns Ambulance

Tel 08700 104 950  
[www.sja.org.uk](http://www.sja.org.uk)

### Association of Event Organisers (AEO)

Tel 01442 873331  
[www.aeo.org.uk](http://www.aeo.org.uk)

### British Red Cross

Tel 0870 170 7000  
[www.redcross.org.uk](http://www.redcross.org.uk)

### British Exhibition Contractors Association (BECA)

Tel 020 8543 3888  
[www.beca.org.uk](http://www.beca.org.uk)

### LANTRA - for land skills training

Tel 02476 696 996  
[www.lantra.co.uk](http://www.lantra.co.uk)