

HEALTH & SAFETY

Thank you to those of you who have responded to Health & Safety issues. I hope we are helping to make the Health & Safety Initiative easy to implement and it would be sensible to follow these guidelines for your Tangent meetings.

Even though your venue may have its own Health & Safety guidelines, it is important to have your own. **Tangent does have public liability insurance** for each club but this could be negated if you have not shown due diligence to safety.

To help everyone to implement Health & Safety guidelines, here is a simple general checklist that you could use. **Depending on your event, you may need to add some more specific checks using the space at the bottom of the checklist.**

Please download this checklist and would the appointed safety officers please complete the tick list before the event. Please keep the list safely, in case it is needed for reference in the future.

Entrance etc	Entrance, exit and main thoroughfares should be well lit and emergency lighting should be available if needed eg power cut
Steps etc	Steps, pavements and entrances should be free of ice and snow and any obstructions
Floors	There should be no wet areas on floors and any spills should be dealt with quickly and efficiently
Toilets	There should be well-lit clear access to clean, dry, efficient toilets
Electrical items	Electrical sockets should not be overloaded and wires should not be trailing where people will walk
Equipment	Use gas and electrical equipment safely and responsibly indoors and outdoors eg barbeques
Furniture	All furniture should be solid and secure eg table extensions and extra seating.
Children	Children should not be allowed to run around when hot food/drink is being served
List of attendees	If it is feasible, make a list of the people attending your event – some hotels may ask for this as part of their own H & S policy
Fire doors	Check fire doors are not locked
Safety Information	Someone should give safety information at the beginning of the event indicating safe exits from the building. People should be warned not to stand on chairs and tables – organisers please set a good example.