

Health & Safety Notice

If the public are attending an event arranged by your Tangent Club, you, as organisers, have a duty of care to provide for their safety. Tangent Executive recommends that you appoint two responsible members as 'safety officers' to consider the health and safety of everyone involved.

- The 'Safety Officers' should make a **Risk Assessment**. This is an examination of what could cause harm to people.
- They should assess if any hazard is **'significant'** and whether 'the organisers' have taken satisfactory precautions to help prevent injury to people.
- If your event is to be held in a venue e.g. a hotel, they will have their own Health and Safety policy which will be developed to protect their own employees. Ask to see this and check that the hotel adheres to the policy. Speak to the manager if you have any concerns.
- The organisers, with the help of the venue management, should announce instructions on how to evacuate the building in an emergency or an information video may be used. This announcement is the responsibility of the organisers of the event, please ensure this is done.
- The 'safety officers' for the event should check for any hazards before the commencement of the event and if necessary report any hazards to the management.
- Please ensure the management take your concerns seriously and act upon the hazard you report.
- Keep written evidence of your Health and Safety checks and Risk Assessments. Should anyone be injured evidence of 'due diligence' will be invaluable.

In today's world of litigation, failure to have considered Health and Safety issues could negate any insurance claims. This is not a difficult undertaking; common sense should prevail.

For further information visit www.hse.gov.uk