

Vulnerable Persons Action Plan

The **Burgess Hill District Lions Club** recognises its duty to comply with the **Safeguarding Vulnerable Persons Act 2006**.

The **Burgess Hill District Lions Club** will, as far as is reasonably practicable:

1.	Provide resources to Safeguard Vulnerable Persons and maintain health and safety at meetings, events, and functions.
2.	Carry out risk assessments and review them when necessary. Such Risk Assessments will be recorded in writing.
3.	Engage reputable company's/organisations to provide transport in addition to our own qualified Lions members for persons attending meeting, events and functions.
4.	Provide Lions/helpers with such information, instruction, training and supervision as is in accord with such meetings, events and function organised by the club.
5.	Arrange for CRB checks to be carried out where required and maintain records.
6.	Ensure that all the club equipment provided and utilized for such meeting, events and functions is maintained.
7.	Make adequate provision and arrangements for welfare facilities in accord with such meetings, events and functions organised by the club.
8.	In respect of meetings, events and functions organised by the club and within the clubs ability or control to effect safety measure, the club will endeavour to ensure that access and egress are safe.
9.	Monitor safety performance to maintain agreed standards.

The duties of Lions/Helpers/are to:

1.	Take reasonable care and responsibility of their own health and safety, and that of others who may be affected by their acts or omissions at any meeting, event or function organised by the club
2.	Co-operate with others in the Lions club.
3.	Not interfere with, misuse or wilfully damage anything provided in the interest of health and safety.

To ensure that this policy is effective, we will:

1.	Review it annually, or on significant changes in our activities.
2.	Make any such changes known to Lions/helpers.
3.	Maintain procedures for communication and consultation between all levels of membership on matters of health, safety and welfare.

[Signature] Simon Scott

[Job title] Vulnerable Persons Officer

[Date] 10th February 2009