



# HEALTH & SAFETY POLICY

MAY 2024

FAKENHAM ANGLING CLUB

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## HEALTH & SAFETY POLICY STATEMENT

At Fakenham Angling Club we aim to provide safe and enjoyable areas for those fishing our lakes or the club water on the River Wensum. We also aim to provide safe areas for those managing and maintaining the Club's waters and venues. We will comply with the relevant parts of the Health and Safety at Work etc Act 1974 and subsequent legislation. We recognise and accept our duty to protect the health and safety of our members, day ticket holders, officials, contractors, neighbours, landowners and members of the public. Therefore, we will:

- ✓ Monitor accidents, injuries, near misses and damage to help us control the health and safety risks arising from our activities.
- ✓ Appoint competent people.
- ✓ Give volunteers the instruction necessary to carry out their tasks safely.
- ✓ Provide and maintain safe places to fish and to work.
- ✓ Provide safe tools and equipment.
- ✓ Provide instruction and supervision as required to put this policy into practice.
- ✓ Provide relevant safety information.

Clear, straightforward communication and co-operation between the Club's management committee members and our members, day ticket holders, officials, contractors, neighbours, landowners and members of the public is vital to the success of this policy and ultimately the continued success of the Club. As a member of the Club, your co-operation with this policy is encouraged to ensure not only your own health and safety but that of others. Therefore, we respectfully ask that you:

- ✓ Take care of yourself and have consideration for others who maybe nearby.
- ✓ Use any tools and equipment in accordance with the instruction given.
- ✓ Respect the information, rules and notices provided when using our facilities.
- ✓ Only use buoyancy aids for their intended purpose.
- ✓ Report any accidents, injuries, near misses or damage to the Club.

We will review this policy annually or sooner if there is a significant change, to ensure that it continues to reflect the Club's activities, the law and the Angling Trust's guidance.

*Mary Richardson*

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Mary Richardson  
**Chair of the Management Committee**  
**Fakenham Angling Club**  
May 2024

## ORGANISATION

Fakenham Angling Club owns Willesmore Lake, rents two lakes in Foxley and has access to a stretch of the River Wensum. This section outlines how we organise and manage health and safety at the venues owned or managed by Fakenham Angling Club so that everyone is crystal clear about 'who does what' when it comes to health and safety.

Fakenham Angling Club is governed by trustees who are responsible for overseeing the management of the Club according to its constitution.

The Club's management committee is responsible for the day to day operation and management of activities.

### CHAIRMAN OF THE MANAGEMENT COMMITTEE

The chairman of the management committee has overall responsibility for ensuring that this policy is implemented.

### MANAGEMENT COMMITTEE MEMBERS

Management committee members are responsible for implementing this policy on a day to day basis. They will:

- Ensure that the Club allocates adequate financial and organisational resources to put this policy into practice.
- Ensure competent contractors are used when necessary.
- Promote health and safety and set a good example.
- Raise health and safety matters at committee meetings.
- Ensure accidents, injuries, near misses and damage are investigated and monitored with a view to improving work practices.
- Provide and maintain the venues so that they are safe places to fish and to work.
- Ensure that tools and equipment are serviced, maintained, tested and inspected so that they are in good working order.
- Provide advice, information and technical assistance as required.
- Ensure risk assessments are carried out for routine maintenance work and one-off specific events.
- Manage work parties to include planning the event, carrying out specific risk assessment(s) if required, giving the initial briefing, allocating tasks, giving instructions and supervising on the day.
- Visit club waters regularly.

### BAILIFFS

In addition to checking club cards, day tickets, fishing methods, landing nets, bait etc, the bailiffs also have responsibilities under this policy. They will:

- Visit club waters regularly.
- Provide advice and assistance to members and day ticket holders.
- Check structures e.g. platforms, bridges, banks, paths, fencing, gates and notice boards.

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- Check that buoyancy aids have not been tampered with.
- Carry out minor maintenance tasks where safe to do so, reporting any work done to the management committee.
- Work safely and follow the information provided.
- Report accidents, injuries, near misses and damage to the management committee.

### **WORK PARTY VOLUNTEERS**

Work parties will be planned, organised and managed by a member of the management committee. It is appreciated that volunteers give their time and effort freely; nevertheless we have to ask that volunteers:

- Turn up at the venue at the correct time.
- Attend the work party briefing.
- Inform the organiser of any impediments that may affect their ability to perform a task.
- Work safely and have consideration for others who maybe nearby.
- Use any tools and equipment in accordance with the instruction given.
- Report any accidents, injuries, near misses or damage to the work party organiser.
- Wear the right PPE and implement the control measures so that the Club can manage risk appropriately.

### **MEMBERS/DAY TICKET HOLDERS**

All members and day ticket holders should:

- Take care of themselves and have consideration for others who maybe nearby.
- Use the venues and facilities in accordance with the instruction given.
- Familiarise themselves with the information, rules and notices provided when using our venues and facilities.
- Only use buoyancy aids for their intended purpose.
- Report any accidents, injuries, near misses and damage to the Club.
- Contact the Club with any suggestions, concerns or queries.

### **COMPETENT ADVISORS**

We recognise the boundaries of our knowledge and skills. Therefore we use specialist contractors such as tree surgeons and pest controllers and technical advisers such as the Environment Agency, Angling Trust and other consultants as required.

### **MONITORING COMPLIANCE**

We will monitor our performance and the effectiveness of this policy annually. This policy will be reviewed annually or sooner if there is a significant change in the Club's activities or the regulatory framework.

## ARRANGEMENTS

These arrangements specify how we will ensure your health and safety when using or volunteering at our venues. You are required to follow the advice and instructions given in these arrangements. If you have any questions ask a management committee member.

### ACCIDENTS & ACCIDENT REPORTING

Work-related accidents i.e. those involving a member of a working party, a bailiff or a contractor must be recorded on the accident form that is kept in the Health & Safety folder in the container.



All serious accidents, near misses or cases of ill health will be investigated by a member of the management committee to establish whether any action could be taken to prevent a recurrence. If an accident/incident is reportable to the Health & Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), a management committee member will complete the online form.

An incident or 'near miss' is an accident waiting to happen; it is just pure chance whether someone gets hurt or not. If you see something that is unsafe, try to make the area safe if possible and then inform a management committee member.

### CHEMICALS & HAZARDOUS SUBSTANCES (COSHH)

In the interests of preserving and protecting the quality of the water and the ground surrounding the lakes, the Club only uses one hazardous chemical – Hydra Quat – a net disinfectant. The product is kept in the original tub and is locked in the container. If you use, mix or apply Hydra Quat you must read the product information on the label, follow the instructions, dilution ratio and do what the COSHH assessment says to ensure that you and other people are not adversely affected and the fish and the environment are not damaged.

Working outside in a rural location surrounded by water and vegetation may bring you into contact with naturally occurring biological hazards e.g. Weil's disease present in rats urine or legionella bacteria present in still, cool water such as that found in lakes, rivers, ditches and lagoons.

COSHH assessments will be carried out and kept in the Health & Safety folder.

### CONTRACTORS

Fakenham Angling Club uses a small number of well established, specialist contractors for tree work, dredging and pest control. The contractors were personal recommendations and have worked for us for years. The contractors have to supply Public Liability, Employer's Liability or Professional Indemnity insurance certificates, site specific risk assessments and method statements for the job to the management committee.

## DANGEROUS SUBSTANCES

We use petrol lawn mowers, a strimmer and hedge cutter. Petrol is extremely flammable and is classified as a 'dangerous substances'. The Dangerous Substances & Explosive Atmospheres Regulations (DSEAR) apply to the storage, use and handling of petrol. A risk assessment on the use, handling and storage of petrol has been included in the grounds maintenance risk assessment. The minimum quantity of petrol is stored; the two petrol containers are kept in the locked container. There are no ignition sources in the container.



## FIRE & EMERGENCY PROCEDURES

Fires and barbeques are banned at club waters. In the event of a fire at club waters or on land neighbouring club waters:

1. Shout 'fire, fire' to alert other anglers.
2. Leave the venue.
3. Call 999 for Fire & Rescue Service giving the location.



## FIRST AID

If you have an accident when volunteering on a work party or feel unwell or need first aid assistance contact the work party organiser. The work party organiser is the appointed person who will take charge of the situation and organise first aid. A first aid kit is kept in the container and the lock box.



## INFORMATION & COMMUNICATIONS

Information including the annual newsletter, club rules and general notices are displayed on the club waters' notice boards and on the website. The Club also communicates directly with members and provides information via email, social media, WhatsApp and by post as appropriate.

## LAKE & RIVER SAFETY

The Club manages and maintains 3 lakes. The water quality, fish, aquatic plants, banks, platforms, access tracks, paths, gates, fences and boundaries are regularly inspected. Routine maintenance tasks are carried out on a regular basis. Reactive maintenance is carried out as required. Working near and/or on the water is carefully planned, assessed, implemented and supervised. The Club also helps to maintain the banks of a stretch of the River Wensum. The Club liaises with neighbours and landowners as required.

## MANUAL HANDLING

We will try to eliminate manual handling so far as is reasonably practicable. We use wheel barrows to move stones, rubble, gravel boards, timber etc as much as possible. We ensure enough volunteers for 2, 3 or 4 person lifts. The risk from manual handling is included in the risk assessments. The HSE's guidelines indicate the maximum weight for a man lifting and lowering a load close to the body between knuckle and elbow height is 25Kg and 16Kg for a woman. We will try to keep within the HSE guidelines where possible.



Never lift oversized, heavy or awkward objects. Don't overfill bags or barrows. Can you decant to make the load lighter or cut the branch into smaller, more manageable sections?

You should follow these safe lifting principles when lifting, moving or carrying:

1. Assess the object and plan the lift, ensure you have a clear path.
2. Adopt a stable position close to the object with one foot slightly forward to maintain balance.
3. Bend at the knees keeping the back straight and head up.
4. Get a good grip of the object keeping it close to your body.
5. Straighten knees and lift using your legs.
6. Avoid twisting, bending, stooping or overreaching.
7. Never try to lift more than can be easily managed – get help.

## METHOD STATEMENT (SAFE SYSTEMS OF WORK)

Method statements (also known as safe systems of work) are a simple, written set of instructions outlining step by step how to carry out a job safely. They are an important element of controlling risk because it ensures that the job is completed safely and consistently each time. Safe systems of work will be written by the management committee for higher hazard tasks.

## NOISE

Excessive noise can cause hearing damage ranging from tinnitus to permanent hearing loss; it can also be distracting and interfere with hearing instructions or warning alarms. The risk from excessive noise has been included in the grounds maintenance risk assessment. Hearing protection has been provided.



## PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Club provides Personal Protective Equipment (PPE) such as disposable gloves, combination visor/helmet, waders, life jackets and lifebuoy rings. PPE is considered the 'last resort' to prevent you from getting hurt when working. The need for PPE is determined by the risk assessments. PPE is provided free of charge. You must wear the PPE as directed, keep it clean and in good condition. The life jackets are inspected and serviced annually. If PPE breaks, wears out or doesn't work or doesn't fit tell the work party organiser or a member of the management committee.



## RISK ASSESSMENTS & RISK CONTROL

The aim of risk assessment is to avoid harm and to promote the health, safety and welfare of those involved with a work activity (paid or unpaid) or a leisure activity. Risk assessments identify the significant hazards associated with routine and non-routine tasks, a particular job, process or place and list the precautions already in place to protect you and others who may be affected e.g. other volunteers, members or contractors. Further controls may also be recommended depending on the site conditions and the proposed activity. Risk assessments are designed to control hazardous activities and reduce the risk to an acceptable level. You need to know the hazards associated with the tasks assigned to the



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working party and the precautions that have been put in place to prevent you and others from being harmed. Risk assessments are carried out on:

- Grounds maintenance including platform replacement, bank repairs, spraying weed killer, mowing and hedge cutting.
- Lake and island maintenance including lily and reed control, raking swims and clearing islands.
- One-off activities: work parties for a specific task or special events.

Risk assessments are kept in the Health & Safety folder in the container. Risk assessments will be reviewed annually or sooner if we suspect that they are no longer valid e.g. after an accident, changes to work conditions or if the work activity or equipment changes.

Everyone must follow the precautions listed in the risk assessments to ensure that you or someone else doesn't get hurt. If you have any questions, ask the work party organiser or a member of the management committee.

### SAFETY SIGNS & SIGNALS

Safety signs include conventional signs, illuminated signs, stickers, labels and tape. Minimal words are used because the picture takes priority. There are four categories of signs each with different meanings as outlined below:

Sign	Prohibition	Mandatory	Warning	Safe Condition
Message	Don't do ....	You must do....	Beware of ....	Follow this...
Colour	Red	Blue	Yellow	Green
Example				

You may see a variety of signs at our venues or on our tools. Don't ignore signs – they're there for a very good reason.

### SLIPS, TRIPS & FALLS

The access tracks to our venues and the paths to the Club's waters are regularly inspected. Tree roots, long grass, encroaching plants, mole hills and uneven ground, pot holes, rotten wooden platforms and broken chicken wire can create trip hazards or just make access much more difficult if pushing a barrow. Work parties are organised to ensure the tracks and paths are maintained in good condition. You must wear sensible footwear that suits the job you are doing when volunteering for a work party.



### TOOLS & EQUIPMENT

The Club owns a variety of equipment including a rowing boat, pump, strimmer, mowers, hedge cutter, sprayer, hand saw, post basher, spades, sledge hammer, rakes, loppers, bolt

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croppers etc to assist with the on-going maintenance and improvement works to the lakes and the facilities. The management committee researches and purchases new equipment. We buy tools from reputable suppliers and make sure that they meet the minimum health and safety standards and have a UKCA mark (or CE mark if manufactured pre-31 December 2022).

The operator is responsible for visually checking the tools and equipment before use. The management committee is responsible for ensuring that equipment is in good working order and serviced or repaired as required. Do not use damaged or faulty equipment. Report faulty or broken equipment to the work party organiser or the management committee so that a replacement or a repair can be arranged. The work party organiser will give basic instruction on use of the tools if needed.

### VIBRATION

Excessive vibrations from using the mower, strimmer or hedge cutter for a long time can damage nerves and blood vessels and cause Hand Arm Vibration Syndrome (HAVS), tingling sensations, vibration white finger and Reynard's disease. The risk from excessive vibrations is included in the grounds maintenance risk assessment.



### VIOLENCE OR INTIMIDATION

The Club has rules; these rules are fairly and consistently applied so that all anglers have a safe and enjoyable time fishing our club waters. Sometimes, members and day ticket holders need to be reminded of the rules. And very occasionally, action needs to be taken to enforce the rules. If you get any verbal abuse, threats, intimidation or physical violence from members or day ticket holders tell the management committee.

### YOUNG PEOPLE

When fishing, children under the age of 16 must be accompanied by an adult who is at least 21 years old. The Club has appointed a Child Welfare Officer and has a Child Protection Policy. Young people taking part in work parties will be accompanied by, and be under the supervision of, a responsible adult. The work party organiser will allocate suitable tasks to younger volunteers. A young person risk assessment will be carried on anyone volunteering for a work party who is under the age of 18.