

FAKENHAM ANGLING CLUB

Health and Safety Policy and arrangements

September 2022

POLICY STATEMENT

Fakenham Angling Club is committed to ensuring that it will do all that is reasonably practicable to prevent injury to members and the public, and damage to property. We will have due regard for protecting all other people who come into contact with the Club's activities.

When dealing with health and safety issues officials, members, and volunteers carrying out activities will have a clear understanding of the need to operate within the context of this policy and arrangements.

Officials, members and volunteers involved in events or work parties will take all reasonable steps to safeguard all those taking part in activities and those who may be affected by them.

The Club will co-operate with other organisations (landowners etc) to ensure risks are properly controlled.

Duty of Care

Fakenham Angling Club requires that all people involved in organising activities, work parties and day to day management consider the consequences of their acts and omissions and ensure that those acts or omissions do not give rise to a foreseeable risk of injury to any other person.

KEY RESPONSIBILITIES

The Chairman of the club's management committee has a key overall responsibility in ensuring this Health and Safety Policy is adhered to.

Other club officials (committee members, bailiffs) also have responsibilities as detailed below.

Club Officials and Organisers

Club officials and/or organisers (persons in charge of a work activity or events) are primarily responsible for ensuring safety is properly managed for that activity/event. He/she has the responsibility to undertake all measures available to ensure the safety and well-being of all person taking part in an activity/event and those who could be affected by the event. The success of an activity/event depends on effective management.

Work parties

An authorised member of the committee will be present for all organised work parties. They will be in charge of the work party and responsible for overall health and safety for the event. They will ensure that there is effective:

- Planning, including risk assessment
- Clear (and effective) communication, including an initial briefing based on the risk assessment
- Delegation of tasks, taking into consideration volunteers' ability and any necessary supervision
- Resources allocation (people and equipment), including availability of first aid kit
- Decision making
- Recording of any accidents or incidents

Routine maintenance

The club will ensure that risk assessments and reviews are undertaken for routine maintenance activities. If these are undertaken by an official not undertaking the maintenance themselves, they must ensure that the person who is undertaking the activities is fully aware of the risk assessment and any safety measures required.

The Club will ensure that any club officers or members using mechanical or other potentially dangerous equipment have received training in its safe use, and use appropriate protective clothing and equipment during its use.

Volunteers

Volunteers have responsibility to:

- Turn up at the venue in sufficient time to prepare for the event/activity
- Attend briefing (and debriefing)
- Carry out allocated duties in a responsible and professional manner, with due care for their own safety and that of other people

Contractors

The Club will require contractors undertaking any work on behalf of the club to provide a satisfactory risk assessment and method statement prior to work being commenced.

Young people

Young people taking part in work parties will be accompanied by, and under the supervision of, a responsible adult. It is the responsibility of the work party organiser to ensure they are allocated suitable tasks.

Young people are covered overall within the club's Child Protection Policy.

RISK ASSESSMENT

The aim of risk assessment is to avoid harm and to promote the health, safety and welfare of all involved or who may be affected by an activity (work or leisure). Club administrators and event organisers have a duty and also a legal responsibility to ensure that club activities and any organized events are as safe as practicably

possible. Risk assessments will be carried out with a view of minimizing risk as well as reducing the likelihood of accidents happening; in the event of an accident it will also reduce the chance of serious injury or ill health.

The Club will ensure that suitable risk assessments are carried out and the results of the assessments and reviews are recorded and implemented.

Risk assessments will be undertaken, and reviewed at least annually for:

- waters under the Club's control
- routine maintenance activities undertaken by bailiffs and volunteers
- one-off activities e.g. work parties organised for a specific task or events

Risk Assessment procedures require the Assessors to consider:

- Hazards – anything that has potential to cause harm.
- Who could be affected?
- Measures already in place – to avoid possible harm.
- Risk – the likelihood that something could happen, on a scale of 'high', 'medium', 'low.'
- Further actions – what more can be reasonably done to reduce the likelihood of an accident happening.

The Risk Assessment document will be completed and signed by the responsible person (administrator or organiser), key actions will be conveyed (where appropriate read and understood) to all participating so that they know and understand what is expected of them.

FIRST AID AND ACCIDENT AND INCIDENT REPORTING

First aid kits for the appropriate number of people will be available at all times at Willsmore and Foxley Lakes and for all maintenance activities and work parties.

Persons responsible for maintenance activities and work parties must have basic first aid knowledge and/or experience.

In the event of an accident involving personal injury, other than minor cuts and abrasions, or an incident that could have resulted in significant injury, accidents and incidents will be recorded on an Accident and Incident Form.

The circumstances of the accident or incident should be recorded on the form and both the injured party and the responsible person should sign the form in the case of accidents.

Any recorded accidents or incidents must be made known as soon as possible to the Club's management committee, who will consider and implement any necessary actions to avoid a similar accident occurring in future.

If there are doubts about the nature or seriousness of the injury, the responsible person will ensure the injured person receives appropriate medical attention as soon as possible.