



## **Angling Club Safety Policy and arrangements**

### **Policy Statement**

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

When dealing with health and safety issues officials, members, and volunteers carrying out activities 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.

Ashfield Angling Club will cooperate with other organisations (landowners etc) to ensure risks are properly controlled

### **Health and Safety Arrangements**

#### **Duty of Care**

Ashfield 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.

#### **Risk Assessment**

Ashfield Angling Club will ensure that suitable risk assessments are carried out and the results of the assessments are implemented. 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). As members of Ashfield Angling Club, administrators and event organisers have not only a moral but also a legal responsibility to ensure that club activities and any organised events are as safe as practicably possible. Risk assessments will be carried out with a view of minimising 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

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.

## **KEY RESPONSIBILITIES**

### **Responsible officer for the Club – Chairman**

Will ensure this policy is adhered to Ensure Risk Assessments have been carried out brief other officials/participants on all matters relating to organisational activities especially risk management and allocation of equipment and resources. The Chairman will be advised and assisted by the club Health and Safety officer

### **Officials & Organisers**

Club officials (also known as the committee), administrators and/or organisers (persons in charge of a work activity or events) are primarily responsible for ensuring safety is properly managed. He/she has the responsibility to undertake all measures available to ensure the safety and well-being of all persons 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. The event organiser must ensure that there is effective:

- Planning
- Delegation
- Resources allocation(people and equipment)
- Decisions making
- Clear (and effective) communication

### **Responsibilities of volunteers**

- Turn up at venue in sufficient time to prepare for the event/activity.
- Attend briefing (and debriefing)
- Carry out allocated duties in a professional manner

### **Specific procedures when working with young people**

Ashfield Angling Club has a Child Protection Policy, all officials, organisers and volunteers carrying out activities for the club (or association) must complete a declaration that they know of the policy and will comply with its contents.

People working for the Ashfield Angling Club must be aware of the legal requirements regarding the supervision young people.

### **COACHES AND HELPERS**

All coaches participating in activities organised by Ashfield Angling Club must hold an appropriate qualification. During events and activities the ratio of responsible adults (coaches) to young people depends in the main on the age and ability of participants but is never too little to ensure the safety of participants. The following ratios are currently being followed.

- Novices - 1 adult to 2 young people



- Intermediate - 1 adult to 3-5 young people
- Senior - 1 adult to 6-8 young people

### **First aid & Incident reporting**

#### **First Aid**

All responsible persons must have attended basic first aid instruction.

#### **Incident reporting procedure**

- In the event of an incident or accident involving personal injury the following procedures must be followed:
- All injuries other than minor cuts and abrasions should be recorded on 'accident forms'. It is a requirement that both the injured party and the responsible person sign the form. If the circumstances of the accident are not clear - notes of the accident must be made on the form.
- If there are doubts about the nature or seriousness of the injury, the responsible person will ensure the injured person is given appropriate medical attention as soon as possible.

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