

# Aberystwyth Angling Association Safety

## Policy and Arrangements

### POLICY STATEMENT

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

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

Officials, members, volunteers and guests 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.

Aberystwyth Angling Association will cooperate with other organisations (landowners etc) to ensure risks are properly controlled.

### HEALTH AND SAFETY ARRANGEMENTS

#### Duty of Care

Aberystwyth Angling Association 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 themselves or any other person.

### RISK ASSESSMENTS

Aberystwyth Angling Association 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 Aberystwyth Angling Association, administrators and event organisers have not only a moral but also a legal responsibility to ensure that Association activities and any organised events are as safe as practicably possible, risk assessments will be carried out with a view of minimising risk where practicably possible.

Risk assessments will be undertaken by:-

The Directors and General Management Committee members

The findings of the risk assessments will be reported to:-

The Directors and General Management Committee members

Action required to remove / control risks will be approved by:-

The Directors and General Management Committee members
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The Directors and General Management Committee members will be responsible for ensuring the action required is implemented and that the implemented actions have removed / reduced the risks.

Assessments will be reviewed every \_\_\_\_12\_\_\_\_(months) or when the Associations practices / activities change, whichever is soonest.

## **KEY RESPONSIBILITIES**

**Person(s) in charge: The Directors and General Management Committee members are responsible for:**

- Ensuring this policy is adhered to
- Ensuring Risk Assessments have been carried out
- Ensuring that all other officials / participants are briefed on all matters relating to organisational activities related to risk management.

All those involved with angling or angling related activities (e.g. workparties) have legal responsibilities to take care of the Health and Safety of themselves and others, and to co-operate in order to comply with the law. **ALL** those involved with such activities must:-

- Be co-operative on Health and Safety matters.
- Not interfere with anything provided to safeguard Health and Safety.
- Take reasonable care of their own Health and Safety.
- Report all Health and Safety concerns to the Association

## **OFFICIALS & ORGANISERS**

Association officials, 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 / has been effective:

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

### **Responsibilities of volunteers**

Volunteers for any Aberystwyth Angling Association events must:

1. Turn up at venue in sufficient time to prepare for the event / activity.
2. Attend briefing (and debriefing) where appropriate

3. Carry out allocated duties in a professional manner
4. Be responsible for their own personal protective clothing / equipment when not using Association owned tools / machinery

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

People working for or acting on behalf of the Aberystwyth Angling Association must be aware of the legal requirements regarding the supervision of young people. At the very least, written consent from a parent or guardian of a young person must be obtained before any activity involving young people.

## **EQUIPMENT AND STRUCTURES**

(e.g. bridges, stiles, gates)

All The Directors and General Management Committee members will be responsible for identifying equipment needing maintenance, for ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented.

Any problems found with equipment should be noted and dealt with as soon as practically possible. Faulty equipment should be disabled until such time it can be properly repaired.

All Committee Members responsible for purchasing new equipment for the Association must ensure that it meets Health and Safety standards before it is purchased and after it is installed / commissioned.

Ordinary members of the Association are expected to report any issues which may impact on the Health & Safety of Association members, members of the general public or their goods and chattels.

## **HAZARDOUS SUBSTANCES and THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Some of the substances used on the fisheries should be handled with care. Hazardous substances will be listed and kept with the requisite safety data in locked Association premises.

Should any hazardous substance be bought for or on behalf of the Association, **the purchaser** must make an inventory of the hazardous substances and ensure that they are securely stored and safely used. Where appropriate the purchaser will be responsible for obtaining hazard data sheets from product suppliers. This will provide more information on the hazards, conditions of use and some emergency advice.

## **HEALTH AND SAFETY INFORMATION**

The Health and Safety Law poster is displayed in the machinery shed at Frongoch lake and associated notice boards. Copies of Health and Safety information is available on request from the Secretary and on the Associations web pages.

## **TRAINING**

Induction training (where necessary) with regard to workparties will be provided by the Committee Member (or ordinary member) responsible for organising the Work Party.

## FIRST AID

### First aid & Incident reporting

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.

The nearest emergency service road access points to named lakes and named pools on the two rivers are marked on the attached maps: Air ambulance landing points are also marked.

There may be other more suitable sites depending on where the emergency occurs

Mobile phone reception is extremely variable in most parts of the fishery, and whilst there are houses close to some fishing venues, other are extremely remote.

**All accidents and cases of work-related ill health will be recorded.** Serious incidents will be reported to the Health and Safety Executive.

## FORMALISED PROCEDURES

Formalised procedure(s) (which are attached to this policy) have been produced for the following areas of work/activity :-

- Conservation and remedial Activities
- Fishing on lakes and rivers

**This policy statement was drawn up in December 2009 and last revised February 2015**

**Signed by (Print name)** .....

**For and on behalf of The Directors and General Management Committee members of the Aberystwyth Angling Association**

**Signature:** .....