

# **Middlesbrough Angling Club**

## **Safety Policy**

## **Policy Statement**

Middlesbrough Angling Club and its members are 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 all aspects of Middlesbrough Angling Club's events, angling or work parties will take all reasonable steps to safeguard all those taking part and those who may be affected by them.

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

## **Health and Safety**

### **Duty of Care**

Middlesbrough Angling Club requires that all members and those 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**

Middlesbrough 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). Middlesbrough Angling Club members, administrators and event organisers have a moral 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 are required to consider,

- ← **Hazards** - anything that has potential to cause harm.
- ← **Who** - could be affected and how.
- ← **Evaluate** - measures already in place, are they adequate to avoid possible harm.
- ← **Record** - record your findings
- ← **Review** - review your assessment and revise if necessary.

The Risk Assessment document will be completed by an official, member or organizer. 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 (Person in charge).**

- Ensuring 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.

## **Officials & Organisers**

Club officials, members, 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, as far as is practicable, the safety and well being of all persons taking part in an activity/event and those who could be affected by the event. 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.
- ← Carry out allocated duties only if they feel qualified or able to do so, **safely**
- ←

## **Incident reporting**

### **Incident reporting procedure**

In the event of an incident or accident involving personal injury the following procedures must be followed:

- It is the responsibility of the person or associates involved in the incident or accident to report it to the committee as soon as it is practicable to do so.
- All injuries other than minor cuts and abrasions should be recorded in Middlesbrough Angling Club's Committee Meeting Book. It is a requirement that both the injured party and a committee person, recording the incident/accident, sign the book. 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, it is the responsibility of the injured person or associates to get appropriate medical attention as soon as possible.