

Health & Safety Manual



Slipper Bridge Angling Club

Health & Safety Manual

Slipper Bridge A.C.

Contents:

1. Responsibilities

2. Health and Safety policy

3. Medical Facilities

4. Emergency Services

5. Risk Assessment

5.1. Animals

5.2. Birds

5.3. Diseases

5.4. Bailiff patrol

5.5. Pond upkeep

5.6. Night fishing

5.7. Electric supplies

5.8. Weather

5.9. Banks

5.10. Paths

5.11. Trees

5.12. Casting

5.13 Falling in water

6. Fire safety

7. Visitors

8. Control and use of chemicals

9. Appendix 1. Fishing safety notice

10. Appendix 2. Risk assessment document

1. Responsibilities.

The overall responsibility for production of a health and safety document and risk assessment rests with the elected committee however, as the pond is owned by all its members it is the responsibility of each and every person who visits the Slipper Bridge Angling Club site to ensure they are aware of the policies in place in order that they may remain safe throughout their visit.

The club will provide appropriate insurance for incidents which occur at the site and will monitor the H & S performance. Documents will be updated as new risks are identified.

Key responsibilities

Committee

Ensure there is a H & S policy document and risk assessment in place, also ensure risk assessment has been carried out and ensure H & S policy and risk assessment is available to all members.

Members and volunteers

To fish or work in a safe manner and to adhere to policies in force. To fish or work in a safe manner being mindful of both their own and the safety of others . Adhere to any advice or instructions given. To report any incident or occurrence which has already or has the potential to cause harm to either persons, fish or the environment.

2. Health and Safety Policy

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

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

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.

Slipper Bridge A.C. will cooperate with other organisations (land owners etc) to ensure risks are properly controlled.

Risk Assessment.

Slipper Bridge A.C. 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 Slipper Bridge A.C. administrators and event organisers have not only a moral but a legal responsibility to ensure that the 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 and low”
- Further actions – what more can be reasonably done to reduce the likelihood of an accident happening

The Risk assessment document can be found in appendix 2 of this document. Key actions will be conveyed to all participating so that they know and understand what is expected of them.

3. Medical Facilities

There is no onsite first aider provided however a first aid kit can be found in the toilet block in the cupboard on the wall to your left on entering the building.

The first aid box is checked regularly and topped up when necessary.

An Accident/incident book is located in the locked container. All bailiffs and club officials have a key and their contact numbers can be found in the membership pass book.

All accidents and incidents are to be reported as soon as possible and will be recorded in the book.

4. Emergency Services

In an emergency call 999 to contact the emergency services

The nearest hospital with a Urgent Treatment Centre is Goole hospital a distance of approx. 10 miles away phone number 01405 720720

Nearest police station is Goole 0845 606222

Environment Agency 0370 850 6506 (central number)

Yorkshire water Authority Leeds 0843 507 2107.... Bradford 0345 124 2424

Electricity (Brigg) 0800 011 3332

5. Risk Assessment

The hazards associated with the environment at the Slipper Bridge A.C. site have been assessed and appropriate defences provided. These are explained in the risk assessment appended in this manual.

These explain the methods used and the need for care in carrying out the various operations.

The types of hazards are broken down into common categories; this allows the types of hazard and thus controls to be assessed.

5.1. Animals

Horses in field next to site may be encountered these are on private property and should not be approached.

5.2. Birds.

Ducks and Moorhens are rarely aggressive but are best left alone.

5.3. Diseases.

Wiel's disease is transmitted in rat urine. Please do not put wet line or equipment in your mouth. Please wash hands before eating or smoking. Undesirable bacteria may be present in animal droppings and pond water. Please take suitable precautions.

5.4. Bailiff patrol

Bailiffs regularly patrol the pond. They should inform somebody of when they intend to carry out a patrol and should an aggressive person be encountered withdraw to a safe location. Under no circumstances should any sort of confrontational situation be entered into.

5.5. Pond Upkeep

Tree clearance and bank clearing should be assessed by a member of the committee before any work is undertaken.

5.6. Night fishing

Night fish is not permitted

5.7. Electric supplies

There are two aerators at the pond and it is not permitted for any person other than one specifically authorised to work on the equipment or power supply

5.8. Weather

Rods and poles are excellent lightening conductors, please do not fish in these conditions and seek refuge well away from trees, a good refuge is a car. Please also do not underestimate the power of the sun, please cover up when fishing or working and take appropriate precautions to stop sunburn, heatstroke etc.

5.9. Banks

Be aware of undercut banks and take particular care when banks are wet and slippery.

5.10. Paths

Slips trips and falls are dangerous, please keep to obvious paths and take care when they are wet and slippery

5.11. Trees

Fishing under trees can be unsafe in windy conditions and beware of falling trees and branches. Take care when tackle is stuck up in branches, you may cause a piece of branch to fall down on you or your line may release suddenly both of which can cause injury.

5.12. Casting

Please be aware of people behind you and around you, tackle can cause injury to others.

5.13. Falling in water

If you fall in the water take care when getting out. If the bank is too high, walk along the bank with care to a more accessible exit. If you can't exit the water continue to call for help. If help is at hand please take care not to endanger other people when pulling you from the pond. Those assisting the person out of the water should ensure they have a firm stance and will not be pulled in when rendering assistance. Lifebelts are positioned around the pond at regular intervals.

6. Fire safety

When burning rubbish and foliage at the work parties ensure the wind is in a direction that would not cause a hazard to passing traffic. Prior to lighting the fire ensure that there are no items deposited on the bonfire which could explode or give off toxic fumes.

7. Visitors

It is the responsibility of members to ensure the safety of their visitors.

8. Control and use of chemicals

The club uses various products which require control and care in their use. Chemicals such as weed killers, petroleum and siltex. PPE should be worn when using or handling any product which has the potential to cause harm.

Safety Notice

While every care has been taken in the preparation of this document and the maintenance of the paths, pegs and facilities etc., it is up to the individual member or visitor to exercise their own judgement as to their safety when on the site, paying particular attention during times of adverse weather conditions.

1. Life jackets are provided for any activity which would take people out onto the water.
2. Please take care on the banks of the pond and pegs which may of course be slippery when wet.
3. Juniors should be supervised at all times
4. Any potential hazards or risks should be reported at the earliest opportunity to a club official.
5. Accidents/incidents should be reported

10. Appendix 2 - Risk Assessment Document

SLIPPER BRIDGE ANGLING CLUB Main Road, Gilberdyke, E. Yorks, DN14 7XN									
Generic Risk Assessment whilst undertaking fishing and site upkeep activities at Slipper bridge Ponds									
			INITIAL RISK			Measures already in place or which need to be implemented to reduce risk	RISK FOLLOWING CONTROLS IMPLEMENTED		
Risk no	Hazard	Persons at risk	high	medium	low		High	Medium	Low
SB1	Entry and exit from the venue. Collision, traffic accident	Anglers, members, visitors, persons authorised to underwork on behalf of the club		X		5 mph speed limit to be observed, signs posted. Observe and abide any safety notices. Be attentive for moving vehicles. Be courteous to others entering or leaving the site. Members must take particular care when approaching any shared access points belong to neighbours property on the shared driveway. Vehicle users must give way to pedestrians.			X
SB2	Moving around the site. Slips trips and falls	Anglers, members, visitors, persons authorised to underwork on behalf of the club	X			Persons to be mindful of weather which may impact on conditions underfoot. Surfaces could become slippery. Persons must be mindful of the condition of the paths and any exposed roots or obstructions which could cause injury. Members must be considerate when placing angling equipment in or across paths, the club cannot be held responsible for accident or injury directly attributed to placement of angling equipment.			X

SB3	Handling of Gear, tools or equipment. Back injuries, cuts, puncture wounds,	Anglers, members, visitors, persons authorised to underwork on behalf of the club	X			Persons to be mindful of safe carrying limits, and the transportation of equipment and tools around the pond and surrounding site, for lifting heavy load in excess of 25 kg mechanical means of lifting must be used, trollies to be provided by the club. Only authorised personnel to use power tools. Persons carrying out work on behalf of the club to be mindful of their own Health and safety protocols			X
SB4	Fishing and associated activities. Cuts puncture wounds	Anglers, members persons, visitors,	X			Junior anglers to be accompanied by a supervising adult at all times. Lesser experienced anglers to be informed and aware of the dangers of sharp knives and hooks. Anglers should be at all times aware of those persons stood around them and the dangers of casting. Non fishing personnel should be mindful of their positioning close to anglers. All persons must be mindful of recoiling elastic, line and float if pulling for a break from a snag or in the event of hook pulls All cuts to be washed and dressed if required. A first aid kit is available in the cupboard in the toilet facility.			X
SB5	Infection, disease (from water, bank , discarded bait or fish)	Anglers, members, visitors, persons authorised to underwork on behalf of the club		X		Risk is ever present of diseases such as Weils disease from water contamination. All persons to be mindful of personnel hygiene, hands should be washed prior to eating food. Cuts should be cleaned and covered. As soon as possible. A first aid kit is available in the cupboard in the toilet facility.			X
SB6	Injuries from Stings, insect bites, fish spine, plant stings and cuts.	Anglers, members, visitors, persons authorised to underwork on behalf of the club	X			Persons must when handling tackle and fish take to prevent injury not only to themselves but also to the fish. Care must be taken when moving around the pond as nettles and thorn bushes may be present at various places around the pond. Wild fruits and berries must not be eaten. And insect stings or bite must be treated as soon as possible. Wild animals e.g. birds & rodents are present, members are requested to take all rubbish and unused bait home, failure to follow this simple rule will encourage vermin.			X

SB7	Drowning, secondary drowning, Hyperthermia	Anglers, members, visitors, persons authorised to underwork on behalf of the club	X			No person to enter the pond. If equipment falls in the pond contact one of the bailiffs who will with the appropriate tool try to recover said item. No swimming. Waters are deep and can contain underwater obstructions. Fishing must only take place from authorised pegs. Persons authorised to enter the water on behalf of the club must wear the appropriate PPE and have staff close by to facilitate a rescue if necessary. All staff must be briefed prior to entering the water. Lifebelts are positioned around the pond.			X
SB8	Use of boats and powered craft. Drowning, capsizing and propeller cuts	Authorised personnel only	X			No Boating or use of floatation platforms on the pond. There are two boats on site which are only to be used by authorised personnel who prior to use must be given a full brief of the job and be issued with the correct PPE. Lifejackets are available from the containers and lifebelts are positioned around the pond. Must be two people in the boat at all times, a safety line must be present in the boat and also nominated shore side personnel must at all times observe the actions of the boat and its occupants. In the event of an incident follow instructions in the Emergency Arrangements second below.			X
SB9	Use of personal protective equipment	Anglers, members, visitors, persons authorised to underwork on behalf of the club		X		All persons are to wear clothing suitable for the weather conditions, high visibility clothing to be worn by contractors on site. Bailiffs to wear clothing which identifies them as pond officials. Persons authorised to use power tools must wear the mandatory PPE. Failure to do so would invalid any insurance claim should an accident occur.			X
SB10	Electric shock	Anglers, members, visitors, persons authorised to underwork on behalf of the club	X			The pond has two electric aerators in the pond only authorised personnel can approach or touch the bankside supply points. Should there be any need to work on either of the two aerators both aerators must be isolated and these isolations formally records. The two containers house the aerators electric power supply. Only qualified persons are permitted to work on any of the supplies to the pond.			X
SB11	Fires	Members of work				During work parties a fire may be lit to burn dead foliage and			

[illegible]

Emergency Arrangements

1. Local emergency services can be contacted using a mobile phone 999, if no mobile phone is available seek assistance from our neighbours Mr & Mrs Webster or the reception desk at edecks.
2. The post code for the Slipper bridge pond is DN14 7XN, this post code must be used if calling an emergency service and requesting their attendance at the pond.
3. If the number of members present at the time of an incident permits; at least one member must remain with the injured person whilst one member proceeds to the junction of the entrance and the main road to assist and direct emergency services to the scene of the incident.
4. Should someone accidentally entre the water and find themselves in difficulties use lifesaving rings situated around the pond to aid their recovery.
5. For minor injuries a first aid kit is available and stored within the cupboard held in the toilet block.
6. All accidents or injuries must be reported to an official of the club and recorded in the accident book.