

Health & Safety Manual

Rev. 2 February 2015



HEALTH & SAFETY MANUAL
Endsleigh Fishing Club Ltd

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Endsleigh Fishing Club Ltd

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1. Responsibilities.

The overall and final responsibility for Health and Safety policy and its implementation rests with the Directors of the Club.

The Fishing Director is responsible for the execution of the policy within the club.

In his absence, the Chairman, will deputise for Health & Safety Matters. The River Warden has day to day responsibility that work being carried out on the river is done in as safe as manner as practicable and that Members and guests using the river can do so in a safe manner.

All Directors will ensure that the policy is issued to all employees and that they are made aware of their own responsibilities. The club will provide appropriate insurance for incidents at work and monitor the H&S performance.

Key responsibilities

Fishing Director

- Ensuring this policy is adhered to.
- Ensure risk assessment have been carried out
- Brief other officials on all matters relating to risk management or matters arising about safety.

Secretary

- Ensure that this policy is corresponded to officials and members of the society.
- Report and log any accident or occurrences that may happen.

River warden

- To supervise members or volunteers on work parties to work in a safe manner.
- To ensure all machinery is used by competent persons.
- Highlight any dangers in procedures of work as required.
- To stop any persons who are working in an unsafe manner and advise a safer procedure to use.
- To survey trees, croys and the river bank on the river to identify any potentially dangerous locations and advise on repairs necessary.

Members & Volunteers

- To fish or work in a safe manner and cooperate on advise or procedures by the person/s in charge.
- To fish or work in a manner mindful of their own safety and any advice given.
- All members or volunteers are responsible for their actions.

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2. Health & Safety Policy

Endsleigh Fishing 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 Club's activities.

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

Officers, members, staff 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.

Endsleigh Fishing Club will cooperate with other organisations (landowners etc.) to ensure risks are properly controlled

Risk Assessment

Endsleigh Fishing 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 Endsleigh Fishing 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.

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Sir Richard Dearlove
Director on Behalf of Endsleigh Fishing Club

February 2015

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3. Medical Facilities.

The river warden is trained in First Aid and carries a first aid box in his vehicle.

The first aid box is checked monthly by the river warden to ensure completeness and is topped up as necessary.

An accident / incident book is maintained in the Rod room. All accidents and incidents are to be reported in the book and the relevant Director made aware.

All RIDOR reportable accidents are to be notified to the Directors. They are responsible for the formal reporting to the Health & Safety Executive.

e.g...Fatality, Major injury, Accident with pressurised gas or air, Any incident requiring Hospitalisation.

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4. Emergency Services

*In an Emergency call **999** to contact the emergency services*

The Nearest Hospital with a Casualty Department is the Derriford Hospital Plymouth.01752-202082. Or 08451558155

Police Station: - Charles Cross Plymouth 999.

Fire Station: - Devon 01392-872200 Cornwall 03001234232

Electricity 0800 678 3105

Water south west water; 0344 346 2020 free phone number 0800 230 0561

Environment agency; 0845 9881188 or 0345 988 1188

Oil /chemical spills /leaks 0845 625 9890

Staff

Outside Office Hours

Board Chairman	Sir R Dearlove	07971193780
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Club Secretary	Keith Tullett	07812138651
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5. Risk Assessment

The hazards associated with the environment on the river bank have been assessed and appropriate defences provided. These are explained in the risk assessment appended to this manual.

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

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

5.1. *Animals*

Cattle, horses, deer, otters and sheep may be encountered. Cows especially with calves or bulls can be unpredictable and hence dangerous - Please do not approach the animal/s, try to keep the most distance possible between you and the animal/s.

5.2. *Birds*

Swans or geese are rarely aggressive but best left alone

5.3. *Diseases*

Wiel's disease is transmitted in rat or cow 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 or river water. Please take suitable precautions

5.4. *Visual Display Equipment*

The club uses Visual display equipment to support its administrative functions. Each VDE is sited at a workstation with appropriate seating and space and environmental controls. The work of all staff involves tasks away from screen usage.

5.5. *Loan working/ Poaching patrol;*

The river warden uses the health & Safety buddy system guidance for lone working.

5.6. *Tree/bank clearance*

Tree clearance and bank clearing is assessed by the River Warden before any work is carried out. He has the responsibility for determining the safe and effective manner of completing the work.

5.7. *Night fishing*

Night fishing is only to be undertaken in agreement with the River Warden. This is to ensure that the fishing area is agreed and any particular hazards can be identified.

5.8. *Power lines*

Beware of walking or fishing under or near power lines, rods or are excellent conductors of electricity, and can jump across considerable distances.

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5.9. *Lightening*

Rods are good lightening conductors, please do not fish in these conditions, and seek refuge well away from trees. A good refuge is a car.

5.10. *The Sun*

Please do not under estimate the sun's power. Please cover up when fishing or working and take appropriate precautions to stop sunburn, heat stroke etc.

5.11. *Banks*

Beware of under-cut banks, and take particle care when banks and croys are wet and slippery.

5.12. *Paths*

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

5.13. *Trees*

Fishing under trees can be unsafe on windy conditions and beware of falling trees and branches. Take care when your tackle is stuck up in branches, if you pull you may have the branch of the tree coming down on you that may cause an injury.

5.14. *Casting*

Please beware of people behind you, around you. Weights and tackle can cause injury to others.

5.15. *Wading*

Please be aware that the river bed varies throughout the length of the river. When wading you may encounter gravel, mud and rock. Wading should therefore only be undertaken with the correct equipment and where the depth of water is appropriate for your skill and strength. If deep wading if necessary then the use of a life jacket is recommended.

5.16. *Falling in water*

If you fall in the water take care when getting out of the water, if the bank is too high walk along the bank with care to a more accessible exit. If you can't exit the water call for help. If help is at hand please take care not to endanger other people when pulling you out of the water. If the person can not exit the water with help then call the River Warden or emergency services for help.

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6. Fire Safety

Fire safety is only applicable to the Rod room and this falls within the fire protection policy of the Hotel Endsleigh.

Portable fire extinguishers are located in the rod room by the notice board. They are colour coded to show their contents. They also describe what type of fire they can be used on.

Take GREAT CARE to use the correct Extinguisher or the situation could be made worse.

Instructions for evacuation are posted throughout the Hotel. If the Hotel fire alarm sounds then the assembly points are in the front yard.

The club operates a **NO SMOKING** policy within all its buildings. Smoking is permitted in the Yard and adjacent to the Hotel, provided smoking materials are carefully disposed of.

7. Visitors

It is the responsibility of members to ensure the safety of their visitors and for the River Warden to ensure that day rods and other non members fishing the river are briefed on the Cubs fishing rules.

8. Control and use of chemicals

The Club uses various products that require control and care in their use. COSHH data sheets detail each product, the precautions to be taken and what First Aid Measures are to be used. The COSHH data sheets are held in the Health & Safety file and maintained up to date by the River Warden.

9. Induction Training

All new members of staff and volunteers are briefed by the River Warden on the day of arrival and presented with the basic H&S introduction sheet. This induction is recorded and filed in Health & Safety file.

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10. Appendix 1 – Fishing safety notice

Safety Notice

For some time the Endsleigh Beat book has contained the following notice.

“While every care has been taken in the preparation of these notes re wading etc. and in the maintenance of croys and steps etc., it is up to the individual fishers to exercise their own judgement as to the safety of their wading and using steps, croys and boats having regard to their state, the river and bank conditions prevailing and their own capabilities”.

This obviously still holds good. As we all know that Fly fishing is not a risk free sport, but risks can be minimised if you bear the following points in mind.

1. We do not provide life jackets for boats. They are obviously a good idea for adults or children who are not good swimmers, so if you intend to use a boat with a person who comes into this category, please bring your own. Otherwise it is best not to use the boat.
2. It is advisable always to use a wading stick, particularly if you are wading with chest waders. If you do not know the pool you intend to fish well or are on your own, use of a wading stick is essential and use of a life jacket or other flotation device is strongly recommended. Common sense will tell you that this applies particularly in high water i.e. when the gauge at Endsleigh is at about 1 ft 9 in or more.
3. The pools which are difficult to wade are marked with an * in the beat book. We find that waders with metal studs are best.
4. Beginners and children should always wear glasses and a hat that covers the ears when fly fishing. It does not seem to us that it is appropriate for us to make similar recommendations to more experienced fishers. You know the risks, particularly in windy conditions.
5. Please take care on croys, banks, steps or bridges which may of course be slippery when wet. Whilst John Dennis works wonders with the banks, there is bound to be the odd slippery slope or hole for the unwary. So please take care.
6. You will know your own children/grandchildren’s capabilities best but obviously young children should be supervised at all times when they are near the river and children under 18 should not be allowed in boats by themselves.

3rd March 2013