

Health & Safety Manual

Rev. 7 – July 2023



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 (“H&S”) 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.

The Fishery Manager has day to day responsibility to take reasonable steps to see that work being carried out on the river is done in as safe a manner as is reasonably practicable and to see that Members and guests using the river are reasonably safe.

The Directors will ensure that the policy is explained 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

Each of the following must take reasonable steps in order to achieve the objectives listed below.

Fishing Director

- Ensuring this policy is adhered to.
- Ensure that the Club’s written risk assessment document is reviewed and up-dated when appropriate.
- At appropriate intervals, discuss the written risk assessment document with the Fishery Manager and up date as necessary.
- Ensuring the Fishery Manager is provided with such training as is required to enable him to do his job safely.
- Ensuring that the Fishery Manager is carrying out his duty to survey trees, croys, steps and the river bank at appropriate intervals.
- Ensure that a copy of this policy is provided to employees and available to members of the Club.
- Liaise with Hotel Endsleigh so as to see that its guests are reasonably safe when fishing on the river.

Secretary

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- Keep a record of any accident or injury that may be reported to the Directors.

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Fishery Manager

- To make the Director of Fishing aware of any training that he requires in order safely to discharge his duties.
- To ensure that any existing risk assessments are followed.
- Before commencing a task that is not included in the existing risk assessment, to carry out a risk assessment of this task and to plan how that task is to be undertaken so as to ensure it is done in a reasonably safe manner.
- To supervise members or volunteers on work parties so as to make them aware of the risks of the relevant risks and to see that they work in a reasonably safe manner.
- To ensure all machinery is used only by competent persons.
- To survey trees, croys, steps and the river bank at appropriate intervals in order to identify any potentially dangerous locations and either to carry out, or, where appropriate, to advise on any necessary repairs.

Members & Volunteers

- Volunteers are to work in a reasonably safe manner and to cooperate with advice given by the person(s) in charge.
- Members should read and follow the guidance given in the Fishing Safety Notice at appendix 1
- Members are responsible for the conduct of their family and guests and in particular for the safety of young children and the infirm.

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2. Health & Safety Policy

General

Endsleigh Fishing Club is committed to take reasonable steps to prevent injury and damage to people and property on the river.

When dealing with H&S 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 reasonable steps to safeguard all those taking part in activities and those who may be affected by them.

Endsleigh Fishing Club will take reasonable steps to cooperate with other organisations (landowners etc.) so as to ensure risks are properly assessed and controlled.

Risk Assessments

Endsleigh Fishing Club will take reasonable steps to ensure that suitable risk assessments are carried out and the results of the assessments are implemented. The aim of risk assessments 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). Risk assessments will be carried out with a view of minimising risk to the lowest practicable level as well as reducing the likelihood of accidents happening; in the event of an accident they 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' or 'low'
- Further actions - what more can be reasonably done to reduce the likelihood of an accident happening.

A copy of the Risk Assessment document is available for view.

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Sir Richard Dearlove
Director on Behalf of Endsleigh Fishing Club

February 2023

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3. Medical Facilities.

The Fishery Manager is trained in first aid and carries a first aid box in his vehicle.

The first aid box is checked monthly by the Fishery Manager 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 reportable accidents are to be notified to the Directors. They are responsible for the formal reporting to the Health & Safety Executive. Reportable incidents include fatalities, major injuries, accidents with pressurised gas or air and any incidents 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 Freephone number 0800 230 0561

Environment Agency; 0845 9881188 or 0345 988 1188

Oil /chemical spills or leaks 0845 625 9890

Staff

Outside Office Hours

Chairman and Director of Fishing

Sir R Dearlove 07971193780

Club Secretary

Keith Tullett 07812138651

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5. Risk Assessments

The hazards associated with the environment on the riverbank have been assessed and appropriate defences provided. These are explained in the risk assessments 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 permits the adoption of appropriate controls for each type of hazard.

When a specific task outside the general guidance is to be undertaken. The Fishery Manager is to carry out a task specific assessment.

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 animals, try to keep the maximum distance possible between you and any animals.

5.2. *Birds*

Swans or geese are rarely aggressive but best left alone.

5.3. *Diseases*

Weil'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.

Lymes Disease can be caught from infected deer ticks. We know that these are present in the vegetation alongside the river bank. Please wear appropriate clothing when fishing and to check for ticks on both yourselves, your children and on any animals.

5.4. *Visual Display Equipment*

The club uses visual display equipment ("VDE") 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. *Lone working/ Poaching patrol;*

The Fishery Manager uses the H&S buddy system guidance for lone working.

5.6. *Tree/bank clearance*

Tree clearance and bank clearing is assessed by the Fishery Manager before any work is carried out. He has responsibility for determining the safest and most effective manner of completing the work.

5.7. *Power lines*

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

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5.8. *Lightning*

Rods are good lightening conductors. In the event of lightning, please cease fishing and seek refuge well away from trees. A good place of refuge is a car.

5.9. *The sun*

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

5.10. *Banks*

Beware of undercut banks, and take particular care when banks and croys are wet and slippery.

5.11. *Paths and tracks*

Slips, trips or falls are dangerous, please keep to established paths and take extra care when they are wet and slippery. Please only drive on tracks and shut all gates.

5.12. *Trees*

Fishing under trees can be unsafe in 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 which may cause an injury.

5.13. *Casting*

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

5.14. *Wading*

Please be aware that the riverbed varies throughout the length of the river. While 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 is necessary then the use of a life jacket is recommended.

5.15. *Falling in water*

If you fall in the water, take care when getting out of the water, if the bank is too steep or high, walk along the river with care to a more accessible exit.

5.16. *Night fishing*

If fishing for sea trout after dark great care needs to be taken. Only experienced fishers should attempt this alone. When fishing at night please alert the Fishery Manager, check the beat during daylight, wear a lifejacket and carry a waterproof torch and whistle. Please let somebody know where you will be fishing and an expected time of return.

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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 Fishery Manager to ensure that day rods and other non members fishing the river are briefed on the Club's 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 H&S file and maintained up to date by the Fishery Manager.

9. Induction Training

All new members of staff and volunteers shall be briefed by the Fishery Manager on the day of arrival and presented with the basic H&S introduction sheet. This induction is recorded and filed in the H&S file.

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10. Appendix 1 – Fishing safety notice

Safety Notice

Each angler is in the best position to assess their own capability with regards to wading and getting up and down banks. Whilst John Dennis has worked wonders with maintaining banks and croys, the Tamar is not the Test and it has to be up to individuals to use their own judgment as to the safety of wading in the particular river conditions, of gaining access to the river and to casting positions, and of using boats. People who are new to the sport or to this stretch of water must be particularly cautious.

Fly fishing is not a risk free sport, but risks can be minimized 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. The notes to the pools attempt to give an idea of some of the hazards and the degree of difficulty of the wading in the pools where wading is possible. However, these notes cannot be entirely relied upon because the river bed and conditions change from time to time. Thus each angler must use wading stick, particularly if wearing chest waders. Use it to test where you are about to place your foot before you do so and do not move one foot before the other is secure. It is advisable for those new to the sport to gain experience first with thigh, rather than chest, waders.

3. Wearing a flotation device is essential if you cannot swim and it is also recommended if you are on your own or new to the pool you are intending to fish. Commonsense will tell you that you must particularly careful in high water i.e. when the gauge at Endsleigh is at about 1 ft 8 in or more. Even when the gauge is below 1ft 4, the Tamar is in places a powerful river. 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 who will 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. There is bound to be the odd slippery slope, stray root or hole for the unwary.

6. You will know your own children's/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 unless accompanied by an adult.

7. We are aware that there are ticks infected with Lymes Disease at Endsleigh. Lymes Disease can cause serious illness. Please wear appropriate clothing when fishing and do check for ticks on both yourselves, your children and on any animals at the end of the day.

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