



Archers Of Bridlington & Burton Agnes

Calling The Shots In East Yorkshire



HEALTH and SAFETY POLICY

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1. Introduction to the Policy

This policy applies to all committee members, members, volunteers, users and the general public.

The Policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974 and altered for a sports club

The Executive Committee of Archers of Bridlington & Burton Agnes is aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all members, volunteers and service users.

Archers of Bridlington & Burton Agnes will, so far as is reasonably practical, pay particular attention to:

- The provision and maintenance of equipment and ensure they are in a fit and safe state
- Involving and motivating members, volunteers and users in health and safety matters
- Controlling situations which may threaten life, health or property
- The maintenance of the Club environment to make it safe, without risks to health and provides adequate facilities and arrangements for welfare at the Club

2. The Procedure

The committee is responsible for safety in Archers of Bridlington & Burton Agnes and will monitor the policy; it will be reviewed annually. The committee will ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment and training in manual handling where appropriate

3. The Safety Officer – Karen Hunt

Whose responsibilities cover maintenance of safety records, investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation. She will report directly to the committee and they will also, with a view to prevention of future occurrences, carry out full investigations of accidents

The Safety Officer has responsibility to provide leadership and to promote responsible attitudes towards health and Safety. All members will be shown the

location of the First Aid boxes. They will also periodically review all new and existing equipment for safety issues and carry out regular safety checks and audits

All members and volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at the Club. They are expected to follow Archers of Bridlington & Burton Agnes procedures in particular, to report any incidents that have or may have led to an injury or damage. All members and volunteers should ensure that they use any equipment provided in accordance with training received, where applicable. They should report and serious or imminent danger and any shortcomings that they see in the protection arrangements, to the Safety Officer

4. **Accidents**

In the event of an accident all members, volunteers and users must report full details to the committee or Safety Officer as soon as possible. The committee and Safety Officer will investigate all accident. The Safety Officer will ensure that necessary action is taken to prevent recurrence

5. **First Aid**

All members, volunteers and users will be shown the location of the nearest First Aid box. First Aid boxes will be placed in appropriate places and clearly identified. First Aiders will be identified at the start of any function outside of normal shooting times

6. **Fire**

All members, volunteers and users will be made aware of any fire equipment and those relevant will be trained on its use

7. **Risk Management**

Risk assessment is a compulsory legal requirement to ensure that all members, volunteers and users enjoy a safe and healthy environment. Risk assessment should be the responsibility of the Safety Officer or a small team, depending on the size of the organisation

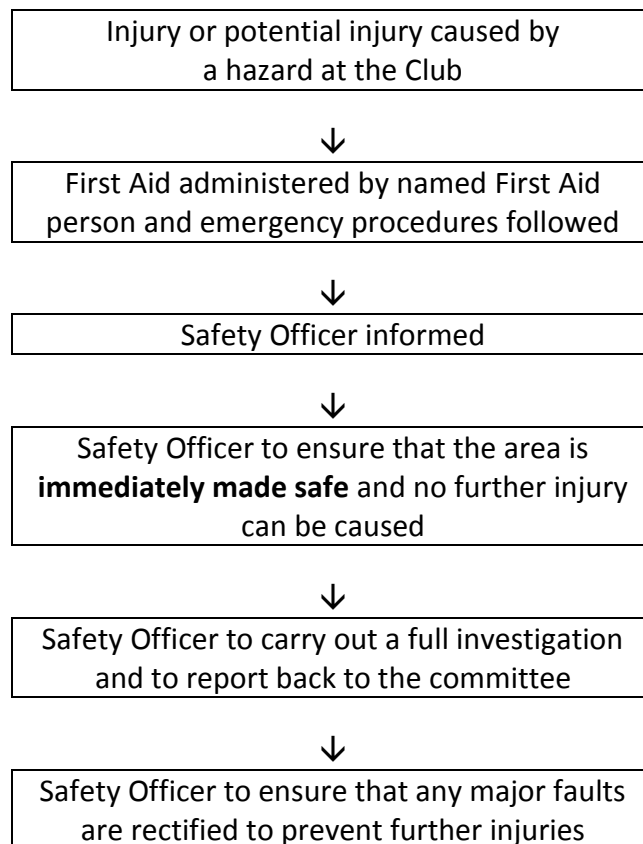
8. **Manual Handling**

- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible
- Always use appropriate aids
- Do not attempt to lift alone if two people are more appropriate

9. Monitoring and Reviewing

Archers of Bridlington & Burton Agnes is committed to ensuring safe working conditions for all its members, volunteers and users. The Safety Officer – is responsible for monitoring these procedures on a regular basis and the committee will review this policy annually

FLOW CHART OF PROCEDURES



Declaration

The policy and principles described in this document have been approved by Archers of Bridlington & Burton Agnes with effect from 15/07/2020

All members of Archers of Bridlington & Burton Agnes have a personal responsibility to comply both with the current legislation and with the Clubs Health and Safety Policy

On behalf of Archers of Bridlington & Burton Agnes we, the undersigned, will oversee the implementation of the Health and Safety Policy and take all necessary steps to ensure it is adhered to.

<u>Name</u>	<u>Position</u>	<u>Signature</u>	<u>Date</u>
Karen Hunt	Health and Safety Officer		15/07 2020
Susan Long	Secretary		15/07/2020
Ivan Read	Records Officer		15/07/2020