



Archers Of Bridlington & Burton Agnes

Archery For All



HEALTH AND SAFETY POLICY

“An ounce of prevention is worth a pound of cure”

“Life is full of risks. If we needed a guarantee of no risk, we would never: ride in a car, travel on an airplane, shoot an arrow, eat in a restaurant, take an elevator; or accomplish many of the functions of daily living”

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Introduction to the Policy

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

This policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974¹.

The 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, committee members, users and the general public.

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

1. The provision and maintenance of all equipment and ensure they are in a fit and safe state
2. Involving and motivating all members in health and safety matters
3. Controlling situations which may threaten life, health or property
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for the welfare of all.

The Procedure

The Committee is responsible for safety at 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 and training in manual handling where appropriate. Information and training for volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.

The Safety Officer - David Hunt

whose responsibilities cover maintenance of safety records; investigation of accidents and keeping a watching brief on changing safety legislation. He 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 a responsibility to provide leadership and to promote responsible attitudes towards health and safety. All new members will be shown the location of First Aid boxes and any firefighting equipment. They will carry out regular safety checks and audits.

All Members 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's procedures, to report any incidents that have or may have led to injury or damage. All members should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to the Safety Officer.

¹ For more information on 'The Health and Safety at Work Act' (1974), and other relevant legislation, please visit www.hse.gov.uk

Violence at the Club

Can be defined as:

“Any incident in which a Club member is abused, threatened or assaulted by another member of the Club.”

This may also include any form of verbal abuse, any form of harassment due to any of the discriminations identified within the clubs Disciplinary Policy, as well as any other threatening behaviour and physical attack.

Archers of Bridlington & Burton Agnes is committed to ensuring the personal safety of its members while they are within the Club environment. Therefore, Archers of Bridlington & Burton Agnes will:

- Implement procedures that will be followed at all times to minimise risk and develop safe Club practices
- Maintain a report/record/repair system
- Provide up to date information and training on personal safety ideas
- Review systems and procedures on a regular basis

Members are required to:

- Follow the procedures set out with regard to personal safety
- Report any incident which comes under the definition above
- Report any incident where there was a feeling of threat
- Inform the Safety officer of any new or increased risk at the Club

Accidents/Incidents/Damage to Property/Lost Arrows

In the event of an accident, incident, damage to property or lost arrow all members must report full details in the accident, incident, damage to property, lost arrow book and to the Safety Officer as soon as possible. Accidents will be reported to the inspecting authority as and when necessary. The Committee and Safety Officer will investigate all accidents. The Safety Officer will ensure that necessary action is taken to prevent recurrence.

First Aid

During induction all members will be shown the location of the nearest First Aid box. First Aid boxes will be placed in appropriate places and clearly signposted. First Aid training will be provided for named members on a 3 yearly basis.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Remember that water and liquids are conductors of electricity and their associations with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses would make the shock more severe. Therefore:

NEVER touch electrical equipment with wet hands; or move any portable equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless authorisation has been given.

KEEP electrical supply cables and flexes away from wet areas, or from where they could be damaged.

ALWAYS switch off all equipment when not required, unless continuous operation is necessary (e.g. the Club Defibrillator). All defective equipment must be reported.

Risk Management

Under the Management of Health and Safety at Work Regulations (1999), made under the Health and Safety at Work Act (1974), risk assessment is a compulsory legal requirement to ensure that all members and service users of organisations enjoy a safe and healthy environment. Risk management should be the responsibility of the Safety Officer or a small team, depending upon the size of the organisation.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be identified and, if possible safer alternatives will be found. If this is not possible, then substances will be labeled and stored safely.

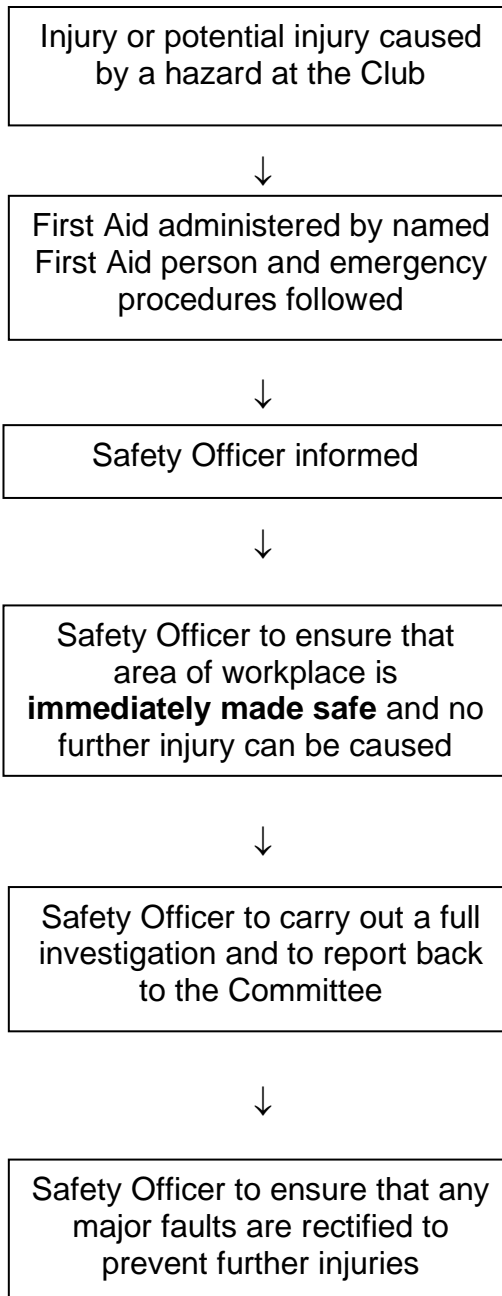
Manual Handling

- Do not lift objects which pose undue strain, ask for assistance
- 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
- Training will be provided for members and volunteers if necessary

Monitoring and Reviewing

Archers of Bridlington & Burton Agnes is committed to ensuring safe working conditions for all members and volunteers. 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

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.

(NB one of the signatories should be the Archers of Bridlington & Burton Agnes Health and Safety Officer)

<u>Name</u>	<u>Position</u>	<u>Signature</u>	<u>Date</u>
David Hunt	Club Health & Safety Officer	<i>David Hunt</i>	16/03/2024
Sue Long	Club Secretary	<i>Sue Long</i>	16/03/2024
Mike Smith	Club Treasurer	<i>Mike Smith</i>	16/03/2024