

Tanfield Angling Club
Health, Safety and Environmental Policy

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Revision History

Description	Date	Author
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Introduction

Tanfield Angling Club (TAC) is the oldest private fly-fishing club in Wensleydale. The club has 6 miles of some of the finest fly fishing in the North of England on the River Ure. Both the water quality and abundant fly life offer sport with both dry and wet flies. Additionally, there is a superb head of grayling for winter fishing. The river is stocked annually with diploid brown trout from the club's hatchery, which is managed by the river Keeper who also attends to the river and banks.

Purpose

Tanfield Angling Club is committed to ensuring the health, safety, and well-being of its members, visitors, and the environment. This policy outlines our approach to managing health and safety within the club.

This policy will be reviewed and updated as required.

Health & Safety Policy Statement

Tanfield Angling Club recognises and accepts the responsibilities for the prevention of accidents and other health hazards to its members and other persons attending its premises or undertaking activities.

We comply with all relevant and current Health and Safety Legislation and provide and maintain safe and healthy working conditions, equipment, and systems of work for all members, contractors, and visitors, as far as is reasonably practical.

Health and Safety is the responsibility of everyone: Committee, Members, Contractors and Visitors. If you think that something is unsafe STOP – ASSESS - ACT

The Health and Safety Policy Aims are:

- To maintain a safe and healthy environment throughout the club's waters.
- To establish and maintain safe systems of work for contractors.
- To establish and maintain safe systems of work for members volunteering on club working parties.
- To establish and maintain safe systems of work for all members and visitors.
- To provide guidance emergency procedures in the event of an incident.
- To monitor the effectiveness of this Health and Safety policy and make recommendations for improvements.
- To stimulate awareness of the importance of safety among members involved in voluntary working parties.

Environmental Policy

Respect and concern for the environment is always a high priority and Tanfield Angling Club is committed to continuous improvement.

- Compliance with relevant environmental legislation is the minimum level of performance.
- Activities that are being run should avoid any harmful effects upon the environment and members should be aware of the implications of their actions.
- Recycling of waste material will be practised where possible.

Responsibilities

Tanfield Angling Club Committee

It is the duty of the Committee to ensure, as far as is reasonably practical, the health, safety and welfare of all members, contractors and visitors to the club's waters.

Duties include:

- The provision of a Health and Safety Policy Statement as documented in this Policy, and appropriate action to bring this statement to the notice of all relevant parties.
- Provision and maintenance of a safe working environment without risk to health. This includes regular inspection and checks of the machinery and appliances, working methods, and regular servicing of equipment.
- Provision of appropriate information, instruction, training, and supervision.
- Maintenance of effective craft, equipment, and systems of work.
- Oversees the review and updates of this Policy.
- Following a RIDDOR reportable incident or injury and as soon as practicable, undertakes the reporting on the HSE website, and liaison with the Health and Safety Executive.

Health and Safety Officer: Owen Candy

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Contractors

It is the duty of contractors employed by the club to:

- Provide Risk Assessed Method Statements in advance for all activities undertaken to the Secretary or Health, Safety and Environmental Officer.
- Take all reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Co-operate with the Committee or any other person as far as is necessary to secure compliance with relevant statutory provisions, and the safe working practices documented.

- Not intentionally interfere or recklessly misuse equipment or ignore instruction, (either written or verbal).
- Report any hazards/equipment defects and potentially dangerous situations to a committee member.

Members

It is the duty of every member to:

- Read and understand the Health, Safety and Environmental Policy.
- Familiarise themselves and their guests with the Angling Risk Assessment ([LINK](#)).
- Take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Co-operate with the Committee or any other person as far as is necessary to secure compliance with relevant statutory provisions, and the safe working practices documented in this manual.
- Not intentionally interfere or recklessly misuse equipment or ignore instruction, (either written or verbal).
- Report any hazards/equipment defects and potentially dangerous situations to a committee member.

Hierarchy

There are two levels that TAC uses to manage healthy, safety and environmental hazards arising from the club's activities. These levels are set out below:



The detail for each of these areas is available on the Members area on the TAC website, in an easy to navigate format that is specific to the relationship the party has with the club (links above) i.e. committee member, club member, contractor or visitor.

Angling Risk Assessment

Angling risk assessments are an essential process and legal requirement for identifying and managing potential hazards arising from angling activities. The risk assessment examines what could cause harm to people, property, or the environment, and helps identify existing precautions and assess whether they are adequate or need improvement.

The angling risk assessment is available in the members area on the club website [LINK](#).

Steps Involved:

- Hazard Identification: Identify potential hazards related to activities, equipment, or processes.
- Risk Assessment: Evaluate the severity and likelihood of each hazard.

- Risk Prioritization: Determine which risks require immediate attention.
- Control Measures: Implement measures to prevent or minimize harm.
- Review and Update: Regularly review and adjust the assessment as needed.

Undertaking Work - Safe System of Work

The safe system of work is a structured approach to managing potential hazards and reducing risks of work tasks in various environments. The steps involved are:

1. Assessing the Task:
 - Understand the specific task or job that needs to be performed.
 - Identify the associated risks and hazards.
 - Consider the work environment, equipment, and personnel involved.
2. Hazard Identification and Risk Assessment:
 - Conduct a thorough risk assessment.
 - Identify potential hazards and evaluate their severity.
 - Prioritize risks based on their likelihood and impact.
3. Defining Safe Methods:
 - Develop safe working methods for carrying out the task.
 - Specify step-by-step procedures that minimize or eliminate risks.
 - Consider factors such as equipment usage, personal protective equipment (PPE), and environmental conditions.
4. Implementing the System:
 - Communicate the safe methods to all relevant parties involved.
 - Ensure that everyone understands and follows the established procedures.
 - Provide necessary training and supervision.
5. Monitoring the System:
 - Regularly review the SSOW to ensure its effectiveness.
 - Monitor compliance with safe methods during task execution.
 - Make adjustments as needed based on feedback and incidents.

This approach is set out in the Risk Assessed Method Statements (Appendix A) and is to be completed for all work-related tasks and activities that are overseen by the Tanfield Angling Club Committee.

Compliance

All club members are required to read and familiarise themselves with the TAC Health, Safety and Environmental policy and supporting documentation prior to each Annual General Meeting (AGM) and on joining the club for new members. Any questions or queries should be raised to the Health, Safety and Environmental Officer.

Compliance Monitoring

The Health, Safety and Environment Officer will undertake:

- Quarterly monitoring visits of the club areas and RAMS throughout the year, with findings notified to the committee within 14 days of the visit (Appendix B).
- Annual review of the Health, Safety and Environmental Policy, General Risk Assessments, and Standard Operating Procedures, or more regularly as required.

Incident Management & Reporting

Near Misses

These are incidents that COULD have become an accident or COULD have resulted in damage. These incidents should be recorded in the Near Miss Book located with the Accident Book at the Hatchery. These will be reviewed on a quarterly basis, not to allocate blame, but to assist in the development of the standard operating procedures of the Club.

Incident Resulting in Injury or Harm

Should there be an incident at the Tanfield Angling Club, your first priority is, of course, the safety of the member, visitor or subcontractor.

- **Emergency and Accident Guidance** - A guidance note is included within Annex C that sets out the initial actions' and follow on actions to take during or following an emergency incident.

Reporting

All accidents and injuries are to be reported to the Health, Safety and Environmental Officer via email or phone (details from the club contact list) after the event and recorded in one of the Club's Accident Book; copies of which are held by the H&SE Officer and River Keeper.

[RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#)

Information and Documentation

The club provides access to all HSE documentation within the 'Members Area' on the club website, which can be found at the [LINK](#).

Should any person have any questions or queries regarding Health, Safety and Environmental issues they are to speak with the Health, Safety and Environmental Officer, or a member of the committee.

Review and Updates

This document is reviewed annually, with a full review conducted every two years, and its validity is reported to the Tanfield Angling Club Committee. Updates are not restricted to annual reviews and may be made at any time, should the need for changes be deemed appropriate.

All superseded copies of the Policy are recalled and destroyed at each new issue. The current version is maintained with the Members Area on the Website [LINK](#).

Appendix A – Risk Assessed Method Statement Template

Task to be undertaken			
Where will the task be performed			
What hazards are present at the site and what are the potential hazards that may arise during the task.	Identified Hazards •	Corresponding Risks	
Method Statement – How the employee or subcontractor plans to conduct the task safely, considering the hazards and risks, how to mitigate or eliminate risks in the work procedures.	•		
Equipment required to complete the task, highlighting qualification and competence of personnel.	•	•	
What personal protective equipment (PPE) is required to protect people where risk cannot be fully mitigated.	•	•	
Who conducted this RAMS	Name:	Signature:	Date:
Authorised by	Name:	Signature:	Date:

Appendix B – Compliance Monitoring Findings

Date:		
Attendees:		
Club Areas	Findings	Actions
Hatchery		
Beat 1		
Beat 2		
Beat 3		
Beat 4		
Beat 5		
Beat 6		
Documentation		
HS & E Policy		
General Risk Assessments,		
RAMS		
Standard Operating Procedures		

Appendix C – Accident and Emergency Guidance

Immediate Actions

- 1. STAY CALM**
- 2. Safe-guard self and the casualty(s)**
- 3. Safeguard any other member(s) / visitor(s) / contractor(s)**
- 4. Summon help if serious accident.**
 - Emergency Services: **999**
 - Ripon Minor Injury Unit, Ripon Community Hospital, Firby Lane, Ripon, HG4 2PR
(Not 24hours)
- 5. Administer First Aid treatment.**
- 6. If the emergency services are required, send personnel to prominent location to lead first responds to the casualty's location. Utilise Emergency Services Information Form.**

Emergency Services Information Form

ACCIDENT REPORT	Date:	Time:			
LOCATION	National Grid Ref / What3Words:				
	Exact Location (Including marked map):				
	Terrain:				
COMPLETE DESCRIPTION OF ACCIDENT					
	Witnesses:				
INJURED PERSON	Name:		Age:		
	Address:		Male	Female	
	Phone:				
	Whom to notify:				
	Phone:		Relationship:		
INJURIES	Overall Condition:	Good	Fair	Serious	Fatal
	Unconscious:	No		Yes (Time)	
	Injury 1	Location on Body:			
	Nature of Injury:				
	Injury 2	Location on Body:			
	Nature of Injury:				
	Other	Location on Body:			
	Nature of Injury:				
	General:	Bleeding Stopped		Shelter	
		Artificial Respiration		Warm Fluids Given	
		Treated for Shock		Evacuation	
FIRST AID TREATMENT	Injury 1:				
	Injury 2:				
	Other Injuries:				
ON-THE-SCENE PLANS	Will stay put	Will evacuate to road	Will send group out		
	Evacuate short distance to shelter (Location)				
	Other:				
TYPE OF EVACUATION RECCOMENDED	Lowering / Hoisting Operation		Carry-out		
	None until specialised medical assistance				
	Specify				
MESSENGERS SENT FOR HELP	Names:				
FURTHER INFORMATION					

Follow on Actions

1. Do not leave casualty unattended, especially if unconscious, unless urgent help is required.
2. If you cannot access communication to get help, send a member of the Club for assistance with instructions, ensuring they return to inform you of the response.
3. Give only a factual account to Police or River Authorities, but to no one else!
4. **All accidents must be recorded in the Accident Book (kept in the Hatchery), and immediately reported to the Secretary and Health, Safety, and Environmental Officer.**
5. Do not give statements to the Press. Instead, refer any press queries to the Secretary or Chair of TAC.
6. If a RIDDOR reportable incident, it is the Health, Safety and Environmental Officer's responsibility to ensure it is completed and submitted to Health and Safety Executive ([RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#)).

Dealing With a Major Incident

Your first priority is, of course, the safety of everyone. However, you need a strategy to deal with the authorities and the press.

- a. Get a statement from competent witnesses.
- b. Remove the key witnesses from the club to somewhere you can talk to them away from the press.
- c. You must inform the Health, Safety and Environmental Officer / Secretary / Chair (in that order) who will then produce a written statement for the press.
- d. Don't allow well-meaning but ill-informed members to make public comments.
- e. Try to keep a record of whom you have spoken to, who has contacted you etc.
- f. If the rescue services have been involved the press will have probably obtained some information from them.
- g. If there has been a serious accident or fatality the police will contact the Club and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appears to know who it is.
- h. Keep any relevant equipment such as lifejackets, etc.