



THE VOICE OF ANGLING



**Canal &
River Trust**

This safety policy template has been developed jointly by the Angling Trust and Canal & River Trust for the benefit of angling clubs and the wider angling community following consultation with club members from across the country. Its aim is to provide organisations with a template to allow them to establish management systems which demonstrate to others their competence and commitment to safety; it covers core areas of a safety policy including policy statement, the responsibilities of club officials including chairs, volunteers and coaches, risk assessment and duty of care. It is available to any angling organisations via the Angling Trust & Canal & River Trust websites.

West Wilts Fly Fishers Guild

Safety Policy & arrangements

Policy Statement

West Wilts Fly Fishers Guild is committed to ensuring that it will do all that is reasonably practicable to prevent injury and damage to property. We will have due regard for protecting all other people who come into contact with **The Guild's** activities.

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

Officials, members 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.

West Wilts Fly Fishers Guild will cooperate with other organisations (landowners etc) to ensure risks are properly controlled.

Health and Safety Arrangements

Duty of Care

West Wilts Fly Fishers Guild requires that all people involved in organising activities, work parties and day to day management consider the consequences of their acts and omissions and ensure that those acts/or omissions do not give rise to a foreseeable risk of injury to any other person.

Risk Assessment

West Wilts Fly Fishers Guild 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 **West Wilts Fly Fishers Guild**, 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.

NB See Appendix a) for Risk Assessments of specific Guild activities

KEY RESPONSIBILITIES

Person in charge (e.g. Chairman)

- Ensure this policy is adhered to
- Ensure Risk Assessments have been carried out
- Brief other officials/participants on all matters relating to organisational activities especially risk management and allocation of equipment and resources

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Officials & Organisers

Club officials, administrators and/or organisers (persons in charge of a work activity or events) are primarily responsible for ensuring safety is properly managed. He/she has the responsibility to undertake all measures available to ensure the safety and well-being of all persons taking part in an activity/event and those who could be affected by the event. The success of an activity/event depends on effective management. The event organiser must ensure that there is effective:

- Planning
- Delegation
- Resources allocation(people and equipment)
- Decisions making
- Clear (and effective) communication

Responsibilities of volunteers

- Turn up at venue in sufficient time to prepare for the event/activity.
- Attend briefing (and debriefing)
- Carry out allocated duties in a professional manner

Incident reporting procedure

In the event of an incident or accident involving personal injury the following procedures must be followed:

- All injuries other than minor cuts and abrasions should be recorded on 'accident forms'. It is a requirement that both the injured party and the responsible person sign the form. If the circumstances of the accident are not clear - notes of the accident must be made on the form.

If there are doubts about the nature or seriousness of the injury, the responsible person will ensure the injured person is given appropriate medical attention as soon as possible.

Appendix a) Risk Assessments of specific Guild activities

- i) Bank Management work on the River Frome

- ii) Stillwater social fishing days, including BBQs

- iii) Chew Boat Day

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