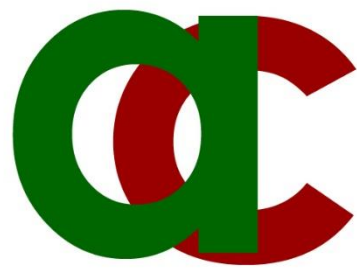


2017

# Health and Safety Policy



**angling**  

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Revised:

3/8/2017



## Health & Safety Policy

### Introduction

Angling Cymru(AC) recognises its responsibilities in relation to health, safety and welfare of all employees whether working from home or carrying out AC business elsewhere, regardless of the location. AC also recognises that its duty of care extends to other persons whilst they are involved in AC activities. This policy sets out AC's approach to performing its duty in relation to health and safety. This policy will be kept up to date as legislation changes and as the organisation grows, and will be reviewed accordingly.

### Policy statement

The AC Chairman supported and assisted by the Board of Directors, has the primary responsibility for the implementation of the health and safety policy. In addition, the employee line manager is responsible for the health and safety at work of employees. As an employee it is your duty to comply with the AC Health and Safety Policy and to take all necessary steps to ensure your own safety and that of others if appropriate. Failure to comply with the provisions of this policy or obstructing its implementation may give rise to action under the disciplinary procedure, up to and including summary dismissal.

AC is committed to ensuring the health and safety during all of its activities including, but not exclusively, angling events involving participants, coaches and volunteers as well as others that may be affected by its activities. AC is committed to working together in partnership with the three National Governing Bodies of angling to promote an awareness culture within these organisations. AC is committed to ensuring participant health and safety during all events and competitions including when travelling to compete both in the UK and internationally.

### Organisation – duties and responsibilities

#### Responsibility for the health and safety policy and practice

The AC Chairman supported and assisted by the Board of Directors has the primary responsibility for the implementation of the health and safety policy.

The allocated employee line manager has the responsibility to ensure that health and safety policies and procedures are followed by employees.

The AC Operations Officer has the responsibility to report to the AC Chairman and AC Board any changes in health and safety legislation and guidelines, which may affect the AC policies and practices.

AC recognises that there is also a shared responsibility for health and safety practice to be maintained between the employees, coaches, volunteers and AC Board.



### Duties of the AC Board

The implementation of health and safety arrangements is delegated to the AC Chairman. The AC Chairman will do all in their power to ensure, as far as reasonable practicable, compliance with the provisions of the Health and Safety at Work Act 1974 and subsequent legislation, supported by the AC Board members.

The AC Board of Directors will meet quarterly and will review any changes to health and safety legislation and guidelines as they arise.

### Duties of the employee line manager

- To report to the AC Chairman and AC Board on relevant health and safety issues.
- To liaise with staff on relevant health and safety issues.
- To implement the health and safety policy and practices and to review these at least annually.
- To ensure any assessments such as workstation, VDU etc. are carried out as required.
- To investigate any reported hazards and dangerous occurrences.
- To investigate any complaints made by employees, committee members, coaches or volunteers and report these to the AC Board.
- To advise employees on health and safety issues, accident prevention, risk assessment information and other relevant information on induction into their new role and on an ongoing basis.
- To organise any health and safety training as required.

### Duties of employees

- To work safely, efficiently and without endangering the health and safety of themselves, they're colleagues or anybody else.
- To adhere to all safety procedures laid down by the organisation.
- To report all incidents, accidents and 'near-miss' occurrences to their Line Manager.
- Where necessary to wear safety and protective clothing or use protective equipment and safety devices as provided and as required by risk assessments.
- Meet any other statutory safety obligations including that laid down in Section 8 of the Act which states that *no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.*
- To carry out any assessments regarding to the home-working environment such as workstation, VDU or any other assessment, following the appropriate training. All risk assessments carried out must be submitted to the Line Manager on completion.

### **Arrangements**

The following are general arrangements for implementation, which are set out alphabetically for ease of reference.

### **Accidents**

#### Accident reporting

All accidents, however small, must be properly reported. This should be done even if it appears that no injury has been sustained. Additionally all employees, committee members, coaches and volunteers must report 'near misses' or potential hazards to the appropriate person to ensure situations are investigated and preventative action taken where required. The appropriate person designated by AC will keep records of any reported accidents or 'near misses'.



Under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)* the following must be reported to the Health and Safety Executive immediately by the AC appropriate person who will inform the AC Chairman:-

- If someone dies or is seriously injured in an accident
- If there is a dangerous occurrence
- If anyone is off work for more than three days as a result of an accident

AC appropriate personnel:-

Company Secretary on behalf of employees, AC Board and committee members. AC National Angling Coaching Coordinator on behalf of coaches and angling volunteers.

#### Action to be taken in the event of an accident

In the event of a minor accident, assistance should be sought from an appropriate source, dependent on the situation in which the accident occurred. If the accident is such that a First Aider cannot deal with the resultant injury then the casualty should immediately attend the Accident and Emergency Department of the nearest hospital. If the injury is such that assistance, constant attention or the casualty is seriously injured then the ambulance service must be called.

#### Accident prevention

The prevention of accidents is essential to the efficient operation of the organisation. Safety audits, risk assessments, improved procedures, additional training and anticipation by the AC Board, Line Manager, employees, coaches and volunteers will all be utilised to contribute to the prevention of accidents.

#### Accident investigation

The appropriate person will investigate all accidents. Where possible, steps will be taken to reduce the possibility of a similar accident/incident occurring.

#### **Control of Substances Hazardous to Health 1989 (COSHH)**

AC will eliminate, where possible, the use of hazardous materials used by employees, by replacing them with less hazardous materials.

Where this is not possible, AC will control the use of these substances by limiting employee's exposure to them or providing protective equipment for employees.

There will be an annual assessment of these substances if required

#### **Display Screen Equipment (DSE Regulations 1992)**

Under the above regulation AC recognises its responsibilities and obligations and will ensure that employees will be given advice and training on the use of DSE to minimise any possible ill effects. Any difficulties experienced by a member of staff connected with the use of DSE should be brought to the attention of the employee Line Manager.

A programme of risk assessment is in place where the employee carries out a VDU workstation checklist annually on their home working environment. The checklist is assessed by the Line Manager and recommendations made. The Line Manager and employee are jointly responsible for ensuring that any recommendations are implemented. AC is responsible for ensuring that employees have a good workstation environment with appropriate furniture/equipment to comply with minimum requirements.

AC will pay for annual eyesight tests for any DSE user who requests this. A 'user' is defined as someone who habitually uses display screen equipment as a significant part of his or her normal



work. The Line Manager should ascertain from the risk assessment which staff members require eyesight tests. If a member of staff is experiencing any problems with their eyesight then they should also bring this to the attention of the Line Manager who will provide the necessary form for the member of staff to take to their opticians. Where tests identify that an employee requires glasses **solely** as a result of DSE work, AC will contribute £25 towards the cost of such special corrective eyewear. Written confirmation of test results will be required from the prescribing optician/optometrist.

### **Electricity at Work Regulations 1991**

AC employs staff that work from home and under the above regulations AC is responsible for any electrical equipment maintenance for items supplied by the AC. Electrical sockets and other parts of the employees domestic electrical system are their own responsibility. Employees working from home must ensure they take steps to ensure their own safety whilst working at home including basic checks on electrical items as detailed in the AC employee health and safety pack.

### **Home Working**

The Health and Safety at Work Act 1974 places duties on employers to protect the health and safety and welfare of their employees including anybody that works from home the same as they would in an office environment. A formal risk assessment needs to be carried out and the findings recorded. Where possible the hazard needs to be removed altogether, however, if this is not possible then steps need to be taken to lower the risk to an acceptable level. Particularly attention needs to be made to the more common hazards, which may be present whilst someone is working from home.

Where staff work regularly at home for all / part of their working week it is AC policy to safeguard the individual's health, safety and welfare as far as is reasonably practicable.

### **Lone Working**

The Health and Safety at Work Act 1974 places duties on employers to ensure that their employees are working safely. The Management of Health and Safety at Work Regulations 1999 require risk assessments to be carried out to ensure that significant risks are addressed. It is within these assessments that any specific risk faced by lone workers should be addressed the findings of which should be made known to the relevant line manager.

### **Manual Handling**

AC will meet its obligations under the Manual Handling Operations Regulations 1992. If it is established through the risk assessment process that manual handling will be an issue for any staff/coaches/officers then AC will provide basic awareness training in relation to manual handling.

### **Personal Safety**

AC has a legal duty to minimise employees' exposure to harm while in work. Personal safety includes more than just the risk of physical violence. Employees may face verbal and/or mental abuse, discrimination, threatening behaviour, bullying even ostracism. Employees who have concerns regarding their personal safety should discuss this with their line manager with immediate effect. It should also be noted that if you have to drive alone / walk in remote areas and feel your personal safety is at risk, you may request a mobile phone through the Line Manager for use in an emergency.

### **Pregnant Workers**

Under the Management of Health and Safety Regulations regulation 16, AC is required to carry out the following:



- a specific risk assessment of the work of new and expectant mothers and the taking of appropriate measures as a result, including variation of working hours or conditions where reasonable to do so and effective against the risks, up to suspension from work where necessary.
- Regulation 17 requires the employer to suspend new and expectant mothers from work “for as long as necessary” for their health and safety when a medical certificate indicates this should be done. In this instance the employee’s rights to alternative work and remuneration are protected by the Employment Rights Act 1996

There is a duty on the new or expectant mother to notify AC in writing of her condition or if she is breastfeeding. If she fails to notify AC or if AC cannot establish what her condition is then the provisions of regulation 16 and 17 would not apply.

### **Responsibility for the Health, Safety and Welfare of Participants**

As a coaching provider AC has a legal obligation to provide and maintain a healthy and safe working environment with adequate welfare facilities for all participants at each event. AC will ensure that all event environments are properly vetted and monitored by lead coaches in line with procedure requirements and will not accept any venues, which fall short of the required standards. Employer/work placements must comply with all statutory duties in respect of health, safety and welfare with particular emphasis on the Management of Health and Safety at Work Regulations 1999. Where the participant is less than 18 years of age Specific Risk Assessments will be carried out taking into account the individual characteristics of the young person. AC will ensure that all coaches are provided with suitable, understandable information appertaining to risk assessment. Copies of risk assessments will be maintained by the lead coach and if requested, copies made available to the National Angling Coaching Co-ordinator

### **Young Persons**

Under the Management of Health and Safety at Work Regulations 1999 (reg.19), AC is required to carry out a specific risk assessment for any young person on site (a young person is defined as someone who is between compulsory school age (16 years) and 18 years old.) AC should ensure that any young persons employed, or on work experience, or participating in an event are protected from any risks to their health and safety, which may result from their lack of experience and awareness of risks or their immaturity. In particular, young persons cannot be employed to do work beyond their physical or psychological capacity or which involves:

- harmful exposure to toxic, carcinogenic or other chronic agents of harm to human health
- harmful exposure to radiation
- risks of accidents which, it can be reasonably assumed, cannot be recognised or avoided by young persons because of the lack of experience or training, or because of their insufficient attention to safety
- a risk to health from extreme heat and cold, noise or vibration

Where a young person of school age is to be employed / work experience, AC must first provide the parents or guardians / school of that child with “comprehensive and relevant information” of the findings of the risk assessment and the preventative/protective measures taken.



## Summary

It is AC policy to consult employees, officers/coaches on health and safety matters.

Any member of staff/officer/coach disregarding the health and safety policy, procedures or requirements, or found to be encouraging others to do so, will be dealt with under AC disciplinary procedures.

While every effort has been made to incorporate all possible health and safety guidance procedures, it is recognised that other, more specific, procedures may at times have to be introduced.

