

[CLUB NAME]

SAFETY POLICY & ARRANGEMENTS [YEAR]

This document sets out the arrangements for managing safety, children and vulnerable adults when engaged in angling club activities



Policy Statement

[Club Name] 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 club's activities.

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

Officials, members and volunteers involved in events will take all reasonable steps to safeguard all those taking part in activities and those who may be affected by them.

[Club Name] will cooperate with other organisations (landowners etc.) to ensure risks are properly controlled

Health and Safety Arrangements

Duty of Care

[Club Name] requires that all people involved in organising activities, 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

[Club Name] 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 safety, health and welfare of all involved or who may be affected by an activity (work or leisure).

[Club Name] 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 eliminating or 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 that the assessors identify all the hazards (anything that has potential to cause harm) and that they consider the following;

Who; Could be affected and how they may be affected.

Control; Measures already in place - to avoid possible harm.

Additional; Control Measures – what more can be reasonably done to reduce the likelihood of a foreseeable accident or incident happening.

The Risk; What is the likelihood that something could happen, it may be measured by making a judgment on the potential for a foreseeable accident or incident occurring. A measurement scale of 'high', 'medium' or 'low' can be used.

The Risk Assessment form (Appendix A to this document) will be completed and signed by the responsible person (administrator, organiser or coach etc.), key actions required to ensure safety will be conveyed (where appropriate read out to ensure it is understood) to all participating so that they know and understand what is expected of them.

Key Responsibilities Person in charge (E.g. Chairman/Secretary/Match Secretary)

Ensuring 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.

Officials & Organisers

Club officials, administrators and/or organisers (persons in charge of 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 wellbeing 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

Information

Instruction (as required)

Training (as required)

Supervision

Delegation

Decision making processes

Clear and effective communication processes.

Defined responsibilities of volunteers

Preparation

Briefing & Debriefing

Duties are carried out in a professional manner

Specific procedures when working with young people;

[Club Name] has adopted the NCFFI Safeguarding Policy. All officials, organisers and volunteers carrying out activities for or on behalf of the club must complete a declaration that they are aware of the policy and that they will comply with its contents.

People working with [Club Name] must be aware of the legal requirements regarding the supervision of young people or vulnerable adults.

Coaches, Carer's and Helpers

All coaches and helpers participating in activities organised by [Club Name] must hold an appropriate qualification or have attended Child and Vulnerable Adult Welfare Training and must have approved Garda vetting or Access NI via the NCFFI registered process.

During events and activities, the ratio of responsible adults (coaches) to young people depends in the main on the age and ability of participants, or based on the recommendations of the carer's in the case of people with disabilities. In any case the ratio of adults shall always be sufficient to ensure the safety of participants. The following ratios are currently being followed.

Coaches and carers will make a determination of safe practice using these guideline supervision ratios

Novice anglers - 1 adult to 3-5 youths or vulnerable adults

Intermediate anglers - 1 adult to 5 - 8 youths or vulnerable adults

Senior anglers - 1 adult to 8+ youths or vulnerable adults.

First Aid & Incident reporting

First Aid

All responsible persons must have attended basic first aid instruction.

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 an 'accident form' (Appendix B to this document). It is a requirement that both the injured party and the responsible person sign the form. If the circumstances of the accident or incident are not clear - notes of the accident or incident must be made on the form.
- If there are doubts about the nature or seriousness of the injury or incident, the responsible person will ensure the injured person is given appropriate medical attention as soon as possible.

Standard Club Activities

The standard activities of the [Club Name] include the following,

- meetings
- classes
- competition angling
- leisure angling
- routine water keeping activities
- minor property repairs
- social functions

Restricted Non-Approved Club Activities

The following types of restricted work or activities are not permitted by [Club Name]

- Tree Felling
- Major clearance of lake bank
- Use of chainsaws
- Any construction or building work.
- Any activities not deemed to be part of the club's general annual activities.

In the event of any of this type of work being required in the future, site specific work method statements, risk assessments and insurance arrangements must be put in place before any work or activity can be undertaken by an approved contractor.

Additional advice for [Club Name] members, officials and volunteers

Safety on Or Near the Water

It is a sad fact that in most years a few people suffer a serious, occasionally fatal accident whilst fishing. With enough care, many could be avoided. The best safety advice is to take your time, be careful, and use common sense. A measured, well prepared approach will not only keep you and others free from injury, it will help you catch more fish.

It is important to make yourself familiar with the water you are going to fish or work near. This can be done by carrying out a walk-through survey in good daylight. This will help to ensure your safety or the safety of others you may be responsible for. During this walk-through survey you will look for any hazards, in or near the water on the pathways or lake banks, look for damaged fishing platforms, signs for rising water levels, slip trip and fall hazards, trailing wire, bulls, cows with suckling calves, overhanging banks slippery slopes.

The Irish Water Safety Association provides information for anglers on water safety.

DO wear an approved personal flotation device.

DO protect your eyes by wearing spectacles or wrap-round sunglasses, especially when fishing on windy days.

DO wear adequate clothing for the weather and the environmental conditions you are fishing in, ensure others with you do likewise.

DO look around you for others to avoid hitting them whilst casting.

DO look out for bulls, or cows with calves which can be equally unpredictable.

DO take a torch for night-time angling.

DO be prepared to help others without risking your own safety.

DO familiarise yourself with resuscitation techniques.

DO be aware of the danger to health from Weil's disease (water borne organism from rats) and Lyme disease (transmitted by ticks).

Please follow these guidelines

DO NOT fish alone if you are elderly or in poor health. Inform people where you intend to fish. A mobile phone can be a lifesaver.

DO NOT wade in the Lake.

DO NOT EVER step onto ice. It may slope towards deep water. It may not be uniformly thick.

DO NOT fish during a thunderstorm. Keep low and lay your rod horizontally on the ground or across the boat.

DO NOT drink alcohol when fishing. Your judgement and balance could be seriously affected. Wait until later when you're safe at home or in the bar.

DO NOT wade in deep water at the lake.

DO NOT ignore changes in the water level.

Remember that felt soles give a good grip on rocks but can be treacherous on mud or wet grass.

Stay calm if you fall into deep water. Float on your back, keep your feet together and use your hands as paddles to guide you towards shallow water. It is then better to crawl onto the bank before trying to empty your waders or wellies.

Assess the Risks

It is good practice to assess your fishing area for likely risks before you start to fish.

If organising a communal angling event, you should **ALWAYS** list the names of the participants, compile a list of the risks they may encounter at the venue, and ensure they are conversant with its contents. In addition, find Emergency Services contact numbers for Medics, Gardai or PSNI, Fire Brigade so if the worst happens, help can be gained quickly.

Use the **Risk Assessment Form** in Appendix A to document your findings.

Identify the Hazards

RECOGNISE THE RISKS ASSOCIATED WITH THOSE HAZARDS/DANGERS, LOOK AT WHO CAN BE HARMED AND HOW THEY MAY BE HARMED.

- Death by drowning is the most obvious threat in any water-based activity, but there are others.
- Falls can lead to back injuries, break bones, cause concussion and expose victims to hypothermia.
- Fast moving hooks can rip through skin and damage eyesight.
- Carbon rods, lead-cored lines, and wet tackle are good conductors of electricity.
- Fog, cloud and mist can quickly descend on lakes and rivers and may reduce visibility.
- Be aware that environmental changes such as flooding may damage angling platforms or produce additional slip or fall hazards trip hazards etc., always avoid overhanging banks.
- Be aware of the dangers of Weill's disease and ensure all participants are familiar the precautions to be taken when angling. Use wipes that kill the disease on all equipment before and after an angling event.
- Check parking area is safe.
- For organised events ensure emergency services can access the area.
- Check all angling equipment is safe to use, point out the dangers to new anglers.
- Be aware of the danger from sharps - Use barbless hooks particularly for beginners.
- Ensure anglers have adequate clothing including wet gear for the event.
- Ensure caps are worn to protect from sun and objects.

Appendix A

Risk Assessment Form

OUR RISK ASSESSMENTS

In carrying out our risk assessments and in consultation with our anglers and other participants we have reviewed our angling venues and practice and identified the hazards that exist and made an assessment of the risks arising from these hazards.

- Where additional controls are required to avoid or reduce the risk these have been identified on the risk assessment and action list and will be implemented by the responsible person.
- We will make every reasonable effort to give priority to the implementation of outstanding controls for those hazards of most concern.
- Where we believe the necessary competence to carry out particular risk assessments is not available in house additional expertise will be obtained.
- All our risk assessments will be reviewed and revised if required at least annually or more often if something arises which could affect the risk assessments.
- Angling is an outdoor adventure sport and leisure pursuit and as such has some inherent risks. Organised outdoor angling events are subject to environmental changes, should the lake become unsafe for flooding conditions etc. the activity should not take place.

Hazard	Current Controls	Additional Controls (see action list)
Angler /participant /Guest Consultation Default actions that must be carried out on all Risk Assessments.		Bring the risk assessment and safety statement to the attention of all anglers and others who may be affected
Fire Fire can cause smoke inhalation, burns and other serious injuries to anglers and/or participants	Fire alarm is made known to all participants during organised events. Particularly in forestry areas. Event organisers to ensure that stewards are trained in emergency evacuation procedures.	Sources of ignition are controlled, and waste is removed Emergency exits are clearly of obstructions. Fire drills are held regularly
Maintenance Unsafe maintenance activities can cause cuts, lacerations, eye injuries, amputations and other serious injuries to anglers and/or participants.	Club maintenance work parties will carry routine light maintenance work, picking rubbish up etc.	Leave No Trace
Slips, Trips and Falls Slips, Trips and Falls are common hazards in the outdoor angling environment due to wet surfaces, uneven surfaces, inadequate light dawn / dusk can cause injuries to you, your fellow anglers and/or participants	Fish in adequate light or ensure adequate light is provided. Good house-keeping practices are in place and are maintained throughout events. Slip resistant footwear is to be worn, use studs if necessary on felt sole waders and boots.	Warning signs are available and used if necessary during an organised events. Changes in levels or surfaces are highlighted e.g. bog, steps, slopes etc.

Anglers Transport Contact between people/property and vehicles.	Entry to the angling venue is directed and controlled. All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked. Designated parking provided for people with disabilities. All routes are kept free of obstructions. Permanent obstructions are marked and protected as necessary. Loading and unloading during events is carried out in a designated area away from overhead obstructions. Keys are not left in unattended vehicles	A person is appointed to supervise vehicle activities at angling event venues. Dangerous parts on vehicles e.g. trailers, roof mounted rods etc are highlighted and protected.
Dangers near water Fishing adjacent to deep water. Falling into water and drowning.	At events ensure Life buoys should be erected at suitable distances along the water hazard particularly during organised events. Be careful. Avoid steep slopes. Avoid lone fishing. Let someone know of your return time. Avoid wading if possible; only wade in when it is safe to do so or necessary.	
Fishing in Polluted water Risk of infection and serious illness.	Avoid fishing in polluted water. If it looks polluted it probably is. Report the matter to Inland Fisheries Ireland. If unsure contact local angling club, County Council, Environmental Protection Agency and Inland Fisheries Ireland	

Where necessary additional control measures will be added.



EVENT RISK ASSESSMENT

Activity:

Location:

Date:

Name:

Signature:

Aimed At:

	Location	Group	Coaches	Equipment	Transport	First Aid	Weather	2. Activity
1	A managed and Staffed venue Catering Specifically For angling Development Activity.	Whole Group With appropriate Level of skill and Experience.	Coaches Qualified and Experienced at Or above the level of activity.	No equipment or Protective Clothing required.	No transport Requirements.	Available with Immediate Access to Emergency Support.	Change in Weather will Have no adverse Effect on activity.	No physical or Strenuous Activity.
2	A managed and Staffed venue That is suitable for angling Development Activity.	Majority of the Group with Appropriate level Of skill and Experience.	Coaches Qualified at or Above the level Of activity	Minimum Equipment or Protective Clothing required.	Use of hired Coach or public Transport.	Available with Access to Emergency services	Change in the Weather will Have minimal Effect on the Activity.	Light Physical Activity.
3	A managed but Unstaffed venue Suitable for Angling Development Activity.	Majority of the Group with Appropriate level Of skill and Experience if Closely Supervised.	Coaches Qualified but not At level of the Activity.	Some equipment Or protective Clothing needed But no training In use needed.	Regional Movement of Participants Using Public/hired Transport.	Not available But with Immediate Access to Emergency Services.	Change in the Weather could Cause problems If the group is Not adequately prepared	Moderate Physical Activity
4	Unmanaged and Unstaffed venue Suitable for Angling Development Activity.	Group with Some Competence in Activity but with Little experience.	Unqualified Coaches Experienced but Not at the level Of activity.	Complex or Extensive Equipment or Protective Clothing that Requires some Training in use.	National Movement of Participants Using Public/hired Transport.	Not available But with Access to Emergency Services.	Change in the Weather could Rapidly cause Problems if the Group is not Adequately Experienced or Equipped.	Strenuous Physical Activity Required During Session.
5	Remote Unmanaged and Unstaffed venue.	Group made up Of largely Complete Novices with no Competence or Experience.	Coaches not Qualified or Experienced at The level of Activity.	Complex or Extensive Equipment or Protective Clothing that Requires Extensive Training in use.	International Transportation of Participants.	Not available With no access To emergency Services.	Changes in the Weather could have very serious Repercussions For the group.	Strenuous Physical Activity Over a Prolonged Period of time e.g. Rugby Match.

Score	4. Location	Group	Coaches	Equipment	Transport	First Aid	Weather	5. Activity
1-5	3	1	1	1	1	2	2	7. 1

Initial Score: 12

8-12 Low Risk
13-16 Medium Risk
17-21 High Risk
22-26 Extreme Risk
27+ Unacceptable Risk

Risk Rating:	Additional Information and Control/Measures
LOW	

Revised Score:

Score	Location	Group	Coaches	Equipment	Transport	First Aid	Weather	10. Activity
(1-5)								12.

Appendix B

Accident / Incident Report Form

The purpose of reporting accidents or incidents is to ensure they are investigated and that proper controls are put in place to prevent a reoccurrence it is not to apportion blame.

Date of occurrence__ _____ Accident ☐ Incident ☐

Name of person reporting_____

Contact details of person reporting Phone No _____

Address _____

Details of the accident / incident / Near miss.

(Where, when, date & time, who or what was involved? Record details of any injuries or damage to property if known?

Details of witnesses

(1) Name _____ Contact Phone number _____
Address _____

Details of witnesses

(2) Name _____ Contact Phone number _____
Address _____

Signed by person reporting. _____ Date__ _____

Name in Capitals_____

This form should be submitted to the club or event organising committee.

SAFETY POLICY

DATE

Chairman