

Health and Safety Policy and Risk Assessment – Sussex Piscatorial Society

Revision	Date	Summary of Revisions
First Issue	March 2017	None
Second Issue	March 2018	Advice on using Punts added and general review
Third Issue	May 2020	Regulations during pandemic added
Fourth issue	September 2020	Risk of drowning and punt security

Approved by the Board and signed by the Chairman of Sussex Piscatorial Society.

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Safety Policy

- Work parties are organized to carry out general routine basic maintenance at SPS waters.
- SPS members are invited to attend to carry out general maintenance which requires no specialised training for tools or other equipment.
- A first aider will be in attendance at all work parties.
- A basic first aid kit will be provided and kept with the first aider.
- A risk assessment will be circulated to all attendees prior to the event.
- A safety briefing will be carried out by the event leader prior to any work starting.
- A register of attendees must be compiled.
- Any accidents will be recorded and reported to the Main Committee

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Risk	Hazards?	How might members be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?
<p>Environment</p>	<ul style="list-style-type: none"> • Rain • Snow/sleet • Mud • Extreme temperature • Water • UV rays 	<ul style="list-style-type: none"> • Hypothermia if too cold. • Sunburn if too hot • Risk of drowning 	<ul style="list-style-type: none"> • Weather reports in advance. • Requesting that members bring PPE, adequate clothing, sun cream. 	<ul style="list-style-type: none"> • Ensure good hygiene • Wear suitable & sufficient clothing to meet climate conditions • Wear suitable PPE (overalls, boots, gloves, hat) • Wear sun cream/hats etc. in summer • Take plenty food & drink + alcohol rub or antiseptic wipes for hand cleanliness • Provide emergency foil sheet for wrapping hypothermia victim • If lightning is suspected then take cover well away from trees e.g. in car • Working in teams if near water 	<ul style="list-style-type: none"> • Work party leader
<p>Mechanical Equipment With No Specialist Certification or Training Required including Hand Tools</p> <p>Only mechanical equipment which requires no specific training or specialist licence to operate will be used by members.</p> <p>Typically this category of mechanical equipment will include:</p> <ul style="list-style-type: none"> • Strimmers • Hedge cutters • Mowers 	<ul style="list-style-type: none"> • Danger from equipment to limbs. • Splinters/sawdust in eyes, • Danger from cut material • loss of balance • Hearing damage. • Fuel leakage & fire hazard. • Risk to other workers. 	<ul style="list-style-type: none"> • Members, or employees, or contractors, may be injured e.g. cuts, grazes or potentially more serious impact injuries from sharp tools, impact or trauma & as in Hazards 	<ul style="list-style-type: none"> • Require attendees to bring PPE incl. protective gloves, goggles and/or faceguard, hard hat, ear muffers & protective boots 	<ul style="list-style-type: none"> • SPS will not provide any equipment in this category • Request members to bring and be responsible for their own equipment. 	<ul style="list-style-type: none"> • Work party leader

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<p>Mechanical Equipment Requiring Specialist Certification or Training</p> <p>Any mechanical equipment which requires specific training or a specialist licence will not be provided or operated by any member unless they are suitably qualified and experienced and working under their own insurance. (Paid or unpaid)</p> <ul style="list-style-type: none"> Chain Saws Pole saws Other similar equipment 	<ul style="list-style-type: none"> Danger from equipment to limbs. Splinters/sawdust in eyes. Danger from cut material Loss of balance Hearing damage. Fuel leakage & fire hazard. Risk to other workers 	<ul style="list-style-type: none"> Members, or contractors, may be injured e.g. cuts, grazes or potentially more serious impact injuries from sharp tools, impact or trauma & as in Hazards 	<ul style="list-style-type: none"> Require operator to produce their own risk assessment and evidence of their own valid insurance. Require members to bring PPE incl. protective gloves, goggles and/or faceguard, hard hat, ear muffers & protective boots 	<ul style="list-style-type: none"> SPS will not provide any equipment in this category Operators/Contractors to bring and be responsible for their own equipment. 	<ul style="list-style-type: none"> Work party leader Operator/Contractor
<p>Personal Protective Equipment</p>	<ul style="list-style-type: none"> PPE, Damaged PPE, Inadequate PPE, Incorrect PPE 	<ul style="list-style-type: none"> Members may be injured e.g. injury to hands if no gloves, injury to eyes if no goggles or face-guard when using grass or hedge cutting equipment 	<ul style="list-style-type: none"> Requesting member bring and use appropriate PPE in line with manufacturer's guidance 	<ul style="list-style-type: none"> Ensure head, eyes, ears, respiration, feet, hands & body are sufficiently protected PPE (in serviceable condition) to be worn in accordance with any equipment manufacturer's guidance 	<ul style="list-style-type: none"> Work party leader Operator/Contractor
<p>Lone Working</p> <p>Any injury otherwise noted in this document</p>	<ul style="list-style-type: none"> Accident may go unnoticed 	<ul style="list-style-type: none"> Members may be injured – as outlined elsewhere 	<ul style="list-style-type: none"> Schedule meeting time Instructions prior to day Register taken at start 	<ul style="list-style-type: none"> Avoid lone working Inform others of intended work & time of completion/return 	<ul style="list-style-type: none"> Work party leader Operator/Contractor

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<p>Slips & Trips and Lifting and Manual Handling</p> <ul style="list-style-type: none"> • Sprains • Cuts • Breaks • Cuts & grazes 	<ul style="list-style-type: none"> • Uneven banks • Heavy and or awkward loads or equipment 	<ul style="list-style-type: none"> • Members may develop sprains or breaks, if they trip on uneven ground etc. or slip on muddy banks or injure themselves on bramble or other vegetation or by lifting heavy or awkward loads. 	<ul style="list-style-type: none"> • Ensure tools are not left lying on ground & store materials away from walkways & banks where possible • Ensure attendees wear suitable footwear • Ensure any heavy or awkward loads are moved using appropriate machinery such as trailer or wheelbarrow 	<ul style="list-style-type: none"> • During safety briefing remind attendees of risk & necessity to watch where placing feet &/or seek assistance if unsure of footing e.g. on muddy banks 	<ul style="list-style-type: none"> • Work party leader • Member • Contractor
<p>Working in or near Moving or Still Water</p> <ul style="list-style-type: none"> • Exposure from cold water • Waders accidentally fill with water • Submerged hazards, 	<ul style="list-style-type: none"> • Members may be injured. • Risk of drowning • Bacteria/biological risk 	<ul style="list-style-type: none"> • Risk of drowning • Hypothermia if too cold. • Sunburn if too hot • Accident may go unnoticed 	<ul style="list-style-type: none"> • Work in teams and not alone • Good hygiene – alcohol rub on hands or wash hands thoroughly before touching eyes, face, mouth or before consuming food, drinking or smoking; wash hands thoroughly on return to home or office from work party. • Wear belts with chest waders to minimize water intake if submerged; wading staff • Survey the bed of the water river by appropriate means e.g. prodding stick or wading staff; mark hazards which cannot be removed • Insect repellent • Tetanus vaccination should be up to date 	<ul style="list-style-type: none"> • Cover points in safety briefing • Individuals to self-monitor health on return from work party – if any water has been swallowed accidentally, they should consider contacting their doctor within 24 hours 	<ul style="list-style-type: none"> • Work party leader • Member • Contractor

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<p>Vegetation Clearance</p> <ul style="list-style-type: none"> • Ragwort • Giant hogweed • Japanese knotweed • Himalayan Balsam 	<ul style="list-style-type: none"> • Risk of allergic reaction or poisoning • Cuts or grazes • Burning of weeds 	<p>Member may be injured</p> <ul style="list-style-type: none"> • Shock • Allergic reaction • Cuts and grazes • Burns 	<ul style="list-style-type: none"> • Ensuring members wear appropriate PPE for the task. • Ensure any fires are supervised and controlled 		<ul style="list-style-type: none"> • Work party leader • Member • Contractor
<p>Farm Animals</p>	<ul style="list-style-type: none"> • Risk of attack • Risk of crushing and/or trampling • Biting 	<ul style="list-style-type: none"> • Members, injured 	<ul style="list-style-type: none"> • Checking whether access through occupied fields is necessary prior to work party • Not approaching unless absolutely necessary 	<ul style="list-style-type: none"> • Travel in numbers • Approach with caution if necessary • Utilise a stick to waive at cattle & deter, but only if necessary 	<ul style="list-style-type: none"> • Work party leader • Member • Contractor
<p>Using SPS Punts on SPS Still Waters</p>	<ul style="list-style-type: none"> • Members may be injured. • Risk of drowning • Bacteria/biological risk 	<ul style="list-style-type: none"> • of drowning • Accident may go Risk unnoticed • Members may be injured. • Bacteria/biological risk 	<ul style="list-style-type: none"> • Regular checks of punts and oars and jetties • Regular maintenance of punts, oars and jetties 	<ul style="list-style-type: none"> • All anglers are advised to wear a suitable life jacket – These are not provided by the club and you should provide your own • For safety reasons, no-one under 18 can use a punt or fish from a punt without adult supervision. • Be Weather-Wise – Check the weather. If you notice darkening clouds, volatile and rough changing winds or sudden drops in temperature, play it safe by getting off the water. • Use Common Sense - One of the most important parts of boating safety is to use your common sense. • Be aware of other anglers on the lake. Leave space between you and the bank and other punt users. • Let someone know your fishing/boating plan. Let them know what time you expect to return • Avoid Alcohol • Learn to Swim if you can't already • Inspect punt prior to use and report any defects. If unsure – don't use • Enjoy 	<ul style="list-style-type: none"> • Member and punt user

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Regulations During Pandemic	<ul style="list-style-type: none"> Risk of infection from Covid 19 virus 	<ul style="list-style-type: none"> Members, or contractors, may be exposed to the virus and risk contracting it. 	<ul style="list-style-type: none"> During the period that any Government regulations are in place, these must be observed. Good hygiene – alcohol rub on hands or wash hands thoroughly before touching eyes, face, mouth or before consuming food, drinking or smoking; wash hands thoroughly on return to home or office. Bring your own signing in pen whenever fishing. 	<ul style="list-style-type: none"> SPS will not provide any equipment in this category and requests that members bring and be responsible for their own equipment. SPS will not regulate in addition to any Government guidelines that exist at the time. 	<ul style="list-style-type: none"> All members and Officers of the society.
Risk of Members Falling Into Water and Drowning	<ul style="list-style-type: none"> Fishing near to or in moving or still water run by the club 	<ul style="list-style-type: none"> Risk of drowning Hypothermia if too cold. Accident may go unnoticed Member may be injured 		<ul style="list-style-type: none"> Members are advised to wear an inflatable life saver Members are advised to let someone know <ul style="list-style-type: none"> What they are doing Where they are going What time they plan to start and finish Vulnerable members are advised to fish in pairs Carry a throw rope and inflatable device in addition 	<ul style="list-style-type: none"> All members and Officers of the Society.
Unauthorised Use of Punts, Jetties and other Water bound SPS Structures	<ul style="list-style-type: none"> People using SPS punts, jetties and other water bound SPS structures without authorisation or membership of the club 	<ul style="list-style-type: none"> Risk of drowning Hypothermia if too cold. Accident may go unnoticed Injury 	<ul style="list-style-type: none"> Punts are accessed only with an SPS key or combination 	<ul style="list-style-type: none"> Erect signage to advise non SPS members that SPS accepts no responsibility for unauthorised use of its property or access to the waters it uses. 	<ul style="list-style-type: none"> Officers of the Society

Emergency number – 999

Nearest Accident & Emergency unit is at –

Wiston and Buddington

Worthing Hospital, Lyndhurst Rd, Worthing BN11 2DH - Phone: 01903 205111

Possingworth

Princess Royal Hospital, Lewes Road, Haywards Heath RH16 – Phone 01444 441881

Colin Godmans Farm

Princess Royal Hospital, Lewes Road, Haywards Heath RH16 – Phone 01444 441881

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This risk assessment should be reviewed & amended accordingly for example:

- If to be used in respect of work on a larger river or lake (particularly if a boat is to be utilized as part of the working activity) and/or proximity to deep water will be experienced e.g. need for life jackets and rope & harness.
- if you think it might no longer be valid (eg following an accident or if there are any significant changes to hazards, such as new work equipment or work activities e.g. use of electrical equipment, or use of cement or other chemicals (COSHH) or bonfires)
- If blue-green algae or pollution is present in worksite postpone the task.

For further information please go to <http://www.hse.gov.uk>.