

ALCOVE ANGLING CLUB - SAFE SYSTEM OF WORK AND METHOD STATEMENTS

Applicability

1. Alcove Angling Club (AAC) Safe Systems Of Work and Method Statements apply to all AAC Bailiffs and Members undertaking work on behalf of AAC at AAC venues.

Definitions

2. A Safe Systems Of Work (SSoW) is a description of the arrangements for identifying, assessing and managing risks associated with a task, including Method Statements, emergency procedures, monitoring arrangements, and the process for reviewing and updating the SSoW.
3. A Method Statement (MS) is a step-by-step instruction about how to complete a particular job safely. It highlights significant risks and explains the precautions that must be implemented to mitigate those risks.
4. While SSoWs and MSs in industry are often formal written documents, more informal MSs, comprising verbal instructions, lists of dos and don'ts, and accepted custom and practice, may be acceptable for routine tasks undertaken by suitably skilled workers. The important thing is that they are clear, comprehensive and verifiable.

Safe System Of Work

5. Alcove Angling Club's (AAC) arrangements for managing Health and Safety (H & S) and many of the foreseeable risks arising from AAC's activities are common across the AAC's venues and may be categorised as risks arising from:
 - a. angling, including getting to and from Pegs and enforcement of ACC Policies and Rules;
 - b. maintenance work, undertaken by and under the management of Bailiffs;
 - c. maintenance work undertaken by 3rd party contractors.

As a consequence, AAC can operate a generic SSoW, supported by MSs for specific activities.

6. Generic SSoW:
 - a. The AAC H & S Policy Statement, which is published on the AAC website, outlines the Roles, Responsibilities and tasks of those

charged with managing H & S. The AAC Committee reviews the H & S Policy Statement annually.

- b. Risks arising from AAC activities are identified and assessed and management measures to mitigate them are identified in AAC's Risk Assessments (RA), which are available on request from the Health and Safety Adviser. The AAC Committee monitors implementation and maintenance of management measures at its monthly meetings and reviews the RAs annually.
- c. AAC Bailiffs enforce AAC Policies and General Rules and undertake and manage work at AAC venues. Their duties and associated safety precautions are described in the AAC Bailiff's Handbook, which is published on the AAC website and reviewed annually by the AAC Committee.
- d. In the event of an incident that requires attendance by the emergency services, the AAC Member or Bailiff detecting the incident shall:
 - i. call the Police on 999 or 112, if there is actual or threatened physical violence towards him/her/another AAC member or their equipment or a visitor i.e. authorised e.g. Environment Agency Fisheries Enforcement Officer, or unthreatening trespasser.
 - ii. call The Community Police team, if there is no actual or threatened physical violence e.g. a poacher who refuses to leave but is unthreatening.
 - iii. call the medical services e.g. ambulance, or Fire and Rescue Service or both, if required, on 999 or 112.
 - iv. arrange for the emergency services to be passed the gate lock combination or met at the venue entrance in order to give access, and, if possible, guided to the site of the incident.
 - v. inform the Fishery Manager or a Committee Member as soon as possible.
- e. In the event of an incident that results in:
 - i. death,
 - ii. serious injury¹,
 - iii. was likely to cause serious injury but did not,
 - iv. results in the emergency services being called, regardless of the outcome,the AAC Member or Bailiff detecting the incident shall:
 - v. initiate a Serious Incident Investigation in accordance with the AAC Procedure, which is published on the AAC website. The AAC Committee reviews this Procedure annually.
- f. AAC Bailiffs and Members taking part in working parties are either themselves well aware of the risks associated with working near water

¹ A serious injury is defined in the AAC Serious Incident Investigation Procedure, which is published on the AAC website.

and of the need to wear appropriate clothing, especially in inclement weather, or are in the company of experienced anglers, who are aware. They are routinely briefed by working party leaders about the need to adhere to User Operating Instructions for tools.

- g. User Operating Instructions and Maintenance Records for complex tools and equipment are available at AAC venues and users are routinely reminded of the need to ensure that all tools and equipment are serviceable before they are used.
- h. AAC Bailiffs ensure that the working party participants are fit and skilled enough to undertake the tasks allocated to them and inspect the results to ensure that they are safe and to the required standard.

Method Statements

- 7. Many AAC work activities and, therefore, the H & S management measures required are characterised by the tools and equipment used rather than their required outcomes. For example, a boat may be used to access an island and for cutting overhanging trees but the safety precautions required in both cases are the same. Similarly, the same precautions are required when using, for example, a brush cutter and a chain saw. It follows that AAC requires MSs for using particular tools and equipment or, more likely, types of tools and equipment.
- 8. From time to time, these may need to be supplemented by specific task-related MSs. Generally, however, tasks will be routine for AAC Bailiffs and Members e.g. rebuilding platforms, trimming encroaching weeds and bushes, and will be amenable to informal, verbal MSs.
- 9. In-water Working e.g. rebuilding platforms, removing marginal vegetation:
 - a. no single person working.
 - b. no Child/Junior Members allowed in water.
 - c. wear an appropriate, well-fitting buoyancy aid, unless the water, including silt, is known - not believed - to be less than waist deep.
- 10. Afloat Working e.g. transiting to an island, trimming marginal trees:
 - a. no single crewing.
 - b. ensure that all crew are able to swim, taking account of clothing.
 - c. no Child/Junior Members allowed in boats.
 - d. enter and leave the boat from a point that is as low to the water and shallow as possible.
 - e. ensure that the boat is held stable when entering and leaving it.
 - f. wear an appropriate, fitting buoyancy aid at all times in the boat.

- g. don't wear waders in the boat. Air can be trapped in waders' feet, particularly if they are tight fitting around the legs, so, should a wearer fall in the water, the wader's feet are buoyant forcing his or her head under the surface.
- h. tether the boat to the shore with a rope, so that it can support the crew and be recovered if necessary e.g. if the oars are lost or it capsizes.
- i. secure and, if possible, camouflage e.g. cover, the boat and equipment e.g. oars, ashore after use, so that it is not an enticement to unauthorised users.
- j. avoid inclement weather. While stormy weather is unlikely to present a direct threat to a boat's stability, risks can be increased by precipitation, which can make surfaces slippery, and cold, which can reduce crew members' dexterity.

11. Use of Hand Tools

- a. use tools only in accordance with manufacturers' instructions.
- b. check tools, including those provided by AAC Members, are serviceable before use e.g. mechanically sound, sharp cutting edges.
- c. record any tools that need maintenance in the log in tool storage facility.
- d. wear appropriate personal protective equipment (PPE), which may be dictated by the task e.g. cutting brambles, rather than the tools used
- e. know the whereabouts of the First Aid Kit.

12. Use of Power Tools

- a. use tools only in accordance with manufacturers' User Instructions, which are available in the venue's tools storage facility.
- b. check tools are serviceable i.e. mechanically sound², properly adjusted, within maintenance periodicity, before use - reference the User Instruction Books in tool storage facility.
- c. report any tools that are due maintenance or need repair in the maintenance log in the venue tool storage facility.
- d. ensure that bystanders remain at a safe distance e.g. twice the height if a tree being felled,
- e. ensure that users and bystanders comply with legal requirements, HSE Guidelines and insurance conditions e.g. verifiable competence, provision and use of appropriate PPE, and Club Committee stipulations e.g. who may use specific tools. Particularly stringent precautions are required for chainsaws e.g. in practice, recognised Certificates of Competence, PPE approved to specific British Standards, while the

² This is only be a visual check, since operators may not be qualified and lack the equipment e.g. electrical test kit, tools, to undertake a full inspection. There is not the time, nor is it necessary to undertake a full inspection, provided the maintenance log is satisfactory.

even more stringent requirements for using chainsaws at height e.g. in trees, dictate that the Club must always consider contracting out such work.

- f. avoid working alone when using hazardous power tools e.g. brush cutter, chain saw. If lone working is unavoidable, ensure that arrangements are made to check workers are alright at suitable intervals.
- g. consider carrying First Aid and Bleed Kits when using hazardous power tools e.g. brush cutter, chain saw.

13. Re-fuelling Power Tools:

- a. always re-fuel in the open air, well away from flammable materials.
- b. allow the motor, especially its exhaust, to cool before refuelling.
- c. no smoking in the vicinity.
- d. allow any spills to evaporate or mop up spills before attempting to start the motor.

14. Use of Toxic Chemicals e.g. weedkiller, solvents, paints and stains:

- a. always use in accordance with manufacturers' instructions.
- b. store chemicals in clearly marked, preferably original, containers.
- c. never decant chemicals into unmarked containers and leave them unattended.
- d. dispose of any containers safely immediately after use.
- e. never decant or expose volatile chemicals in enclosed spaces.

15. Electrical Infrastructure Maintenance e.g. mains supply to aerator at the Lido (not changing a spark plug on a mower or fixing a connection on the low voltage aerator at the Clamp):

- a. only suitably qualified people to undertake tasks, which may necessitate employing 3rd party tradesmen.

16. Bonfires e.g. for disposing of waste:

- a. avoid windy weather, which could blow embers towards flammable materials.
- b. keep the fire to a manageable size. It is better to add fuel to a fire progressively than to risk it burning out of control.
- c. set the fire as close as possible to a water source e.g. the lake, and ensure that buckets are immediately available; preferably pre-filled.
- d. set the fire well away from unintended fuel sources e.g. storage facilities containing petrol, materials waiting to be burned, dry vegetation.
- e. do not use unsuitable accelerants e.g. petrol.

- f. ensure that any sealed containers are vented i.e. have filler caps removed or are punctured, to prevent fragmentation risk from pressure bursts. It is particularly important that aerosols are not burned because they may contain explosive propellant residues.
- g. limit access, especially for vulnerable people e.g. children. Ideally, undertake when only Bailiffs are present.
- h. never leave a fire unattended.
- i. damp fires down before leaving to prevent re-ignition.

17. Enforcing Policies and General Rules/Checking AAC Membership:

- a. either:
 - i. patrol in pairs; or
 - ii. wear a bodycam.
- Knowing that there will be irrefutable evidence of what happened in an incident may deter an uncooperative offender from becoming aggressive and the existence of such evidence avoids disciplinary action being compromised by incidents being one person's word against another's.
- b. carry a charged mobile phone for both communication e.g. with the emergency services, and for evidential purposes e.g. photographs.
 - c. remain calm and polite but firm. Withdraw if there is any evidence of an incident escalating.

18. Employing 3rd Party Contractors to undertake tasks that AAC Members do not have the skills, qualifications or numbers to do themselves e.g. tree surgery, major groundworks:

- a. contract only reputable companies and tradesmen.
- b. ensure that the contractors have the appropriate H & S systems and procedures in place.
- c. ensure that AAC's insurance requirements e.g. evidence of contractors' Public Liability Insurance, are complied with;
- d. ensure that the contractor is fully briefed about the hazards at the venue and the AAC management measures they must adhere to, focussing on those that particularly relevant to their task.
- e. restrict access to work areas for non-contractors i.e. AAC Members, visitors.
- f. check that the contractors actually implement the necessary H & S management measures,