

THE VALLEY BOWMEN OF HUDDERSFIELD

HEALTH AND SAFETY POLICY STATEMENT

1. Introduction to the Policy

This policy applies to all committee members, Club members, volunteers, visiting archers and to the general public at a Valley Bowmen of Huddersfield location or archery event.

The Executive Committee is aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all members, volunteers and users.

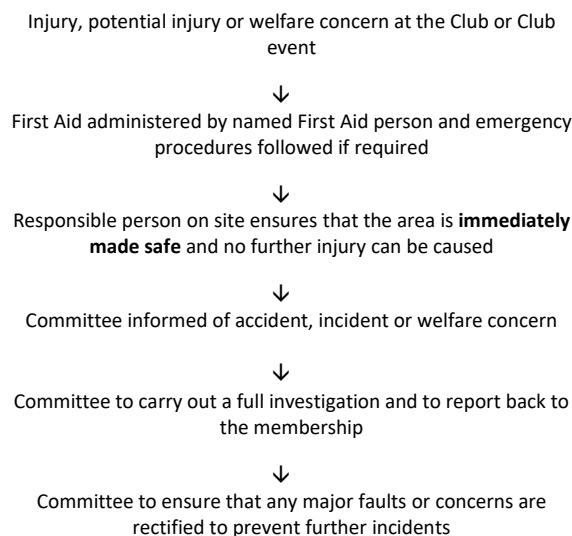
The Executive Committee and all those participating or spectating at an archery event at the Valley Bowmen of Huddersfield will, so far as is reasonably practical, pay particular attention to:

- The provision and maintenance of equipment and ensure it is in a fit and safe state
- Involving and motivating members, volunteers and users in health and safety matters
- Controlling situations which may threaten life, health or property
- The maintenance of the Club environment to make it safe, without risks to health and to provide adequate facilities and arrangements for welfare at the Club

2. The Procedure

The executive committee is responsible for Health & Safety and will monitor the effectiveness of this policy - it will be reviewed every two years or sooner if required. The committee will ensure that sufficient resources are available to provide any Health and Safety equipment, personal protective equipment and training in manual handling where appropriate.

FLOW CHART OF PROCEDURES



3. The Role of the Executive Committee is to ensure:

- All relevant Health and Safety legislation is complied with.
- All foreseeable accidents and causes of activity related ill health are prevented.
- All accidents and incidents that occur are reported, properly investigated and that action is taken as appropriate and, so far as is reasonably practicable, to prevent any recurrence.
- Risk assessments are carried out and regularly reviewed for all activities and situations which involve Valley Bowmen of Huddersfield members and visitors.
- Safe systems of work are established and communicated to all appropriate people to ensure that the working environment of all persons is safe and without risk to health.
- All members and visitors receive sufficient information, instruction, training and supervision so as to ensure the health, safety and welfare of all members and visitors.
- Arrangements are made for consultation with Club members on all matters relating to health and safety and welfare.
- All equipment is maintained so as to be safe and without risk to health.

- The arrangements for handling, storage and disposal of substances for use at work are safe and without risk to health.
- Suitable and sufficient provision is made with regard to the facilities and arrangements for members health, safety and welfare.

The committee will ensure the maintenance of safety records including an accident book, investigation of accidents, near misses or welfare concerns of any nature; providing accident statistics, and keep a watching brief on changing safety legislation.

All members will be shown the location of the First Aid boxes. The committee will also periodically review all new and existing equipment for safety issues and carry out regular safety checks and audits.

All members and volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at the Club. They are expected to follow all safety procedures in particular, to report any incidents that have or may have led to an injury, damage or welfare concern. All members and volunteers should ensure that they use any equipment provided in accordance with training received, where applicable. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to the committee at the earliest opportunity.

4. Accidents, Near Misses or Welfare Concerns

In the event of an incident all members, volunteers and users must report full details to the committee as soon as possible. The committee will investigate all incidents and ensure that necessary action is taken to prevent recurrence. In the event of an accident the responsible person on site must complete the details in the accident book which is held in the Club pavilion.

5. First Aid

All members, volunteers and users will be shown the location of the nearest First Aid box. First Aid boxes will be maintained in appropriate places and clearly identified. First Aiders will be identified at the start of any function including events outside of normal shooting times.

6. Fire

All members, volunteers and users will be made aware of any fire equipment and those relevant will be trained in its use.

7. Risk Management

Risk assessment is a compulsory legal requirement to ensure that all members, volunteers and users enjoy a safe and healthy environment. Risk assessment is the responsibility of the committee or a small team designated by the committee for the task.

8. Manual Handling

- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible
- Always use appropriate aids
- Do not attempt to lift alone if two people are more appropriate

9. Monitoring and Reviewing

The Valley Bowmen of Huddersfield executive committee is responsible for the implementation of this policy.

The executive committee is responsible for monitoring the above procedures on a regular basis.

A copy of this policy statement is available upon request and will be reviewed and updated regularly with changes being communicated to all members of the Club.



Updated: 21 March 2024.

Next review due: 21 March 2026.



An Inspired Facility



50th Anniversary
Valley Bowmen of Huddersfield
1963 - 2013