

Keyworth Archers

Health and Safety Policy

Overview

Keyworth Archers is an Archery Club that operates under the governing body of Archery GB in the Nottinghamshire Area. It is a non-profit making organisation providing a safe facility for members to take part in Archery both Indoor and Outdoor in the locality of Keyworth and East Leake.

The club is managed by an elected committee of volunteers. The club has no property assets and is able to function through the hire of facilities owned by others.

Some members have received specific training to enable the club to provide a safe environment for learning and developing in the field of Archery. Archery GB, the governing body, provide the basis for any such training along with the appropriate certification.

Policy Statement

Part 1: Statement of Intent

This is the health and safety policy statement of Keyworth Archers

Our health and safety policy is to:

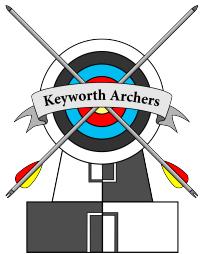
- Provide a safe environment for club members and beginners to participate in the sport of archery.
- Identify and manage the risks which could cause injury or ill health.
- Provide clear instruction, information and training to ensure competency with those engaging in the activity of archery.
- Consult with club members on matters of Health and Safety.
- Provide and maintain safe equipment.
- Maintain safe and healthy conditions for the sport at the localities used.
- Record all associated injuries, investigate and work to prevent recurrence
- Communicate Emergency Procedure Practices and follow when required.
- Review and revise this policy regularly

Signed

Date

Print Name

Review date



Part 2: Responsibilities for Health and Safety

The overall and final responsibility for health and safety is the Club Chairperson Janet Worrell

Day-to-day responsibility for ensuring this policy is put into practice is the club committee which consists of :-

Paul Gregory	Treasurer and Safeguarding Officer
Jon Gordon	Equipment Officer
Emma Jones	Training Co-ordinator
Rob Anastasi	Membership Secretary
Gareth Thomas	Records and Competition Officer
Denis Horton	Non Executive Position
Jerry Gath	Non Executive Position
N.B.	The Secretarial Position is currently shared amongst the Committee.

Responsibility for ensuring health and safety standards are maintained/improved, is with the following people:-

Janet Worrell	Information, communication, Consultation, and Monitoring accident investigation.
Paul Gregory	Provision of money to ensure safe standards are met. Risk Assessments, Accidents and First Aid, Emergency Procedures, Fire and Evacuation.
Jon Gordon	Maintenance of equipment.
Emma Jones	Training, instruction and supervision.

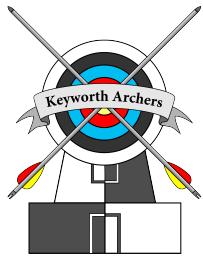
All club members are to:-

- co-operate with committee members on matters of health and safety.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a committee member.

Part 3: Arrangements for health and safety

Risk Assessment

- We will complete relevant risk assessments for the relevant indoor and outdoor shooting locations and take action to minimise the risk of injury / ill health.



- We will review risk assessments on regular basis or when conditions change.

Training

We will provide:-

- Health and safety induction to beginners
- Provide appropriate training to beginners to ensure shooting is undertaken safely at all times.
- Provide appropriate training to members engaged in the instruction of beginners and development of members.

Consultation

We will:-

- Communicate with members on matters of health and safety as they arise or when health and safety is reviewed
- Encourage members to report health and safety issues / concerns.

Evacuation

We will:

- Ensure emergency procedures of the facilities used are communicated to all members should they need to respond to an evacuation.
- Report concerns of emergency signage/procedure to the establishment owners should they arise.