

# Keyworth Archers

## Health and Safety Policy

### Overview

Keyworth Archers is an Archery Club that operates under the 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:

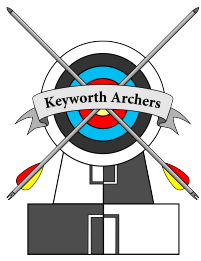
- Provide a safe environment for club members and beginners to participate in the sport of archery.
- Identify and manage the risks which could cause injury or il health.
- Provide clear instruction, information and training to ensure competency with those engaging in the activity of archery.
- Consult 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	Secretary and Safeguarding Officer
Denis Horton	Treasurer
Phil Piper:	Membership Secretary and Training Co-ordinator
David Oliver	Equipments Officer
Jon Gordon	Records and Competition Officer
Ken Lane	Non-Executive Position
Tony Elston	Non-Executive Position

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	Safety, Risk Assessments, Accidents and First Aid, Emergency Procedures, Fire and Evacuation.
David Oliver	Maintenance of equipment.
Phil Piper	Training, instruction and supervision.
Denis Horton	Provision of money tom ensure safe standards are met.

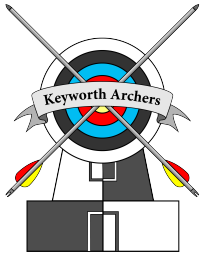
All club members are to:-

- 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.