

**Barrow  
Angling  
Association**

**SAFETY  
MANUAL**

# Barrow Angling Association

## Safety Manual Contents

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Part	Title	Issue
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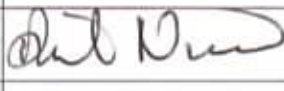
**Barrow  
Angling  
Association**

**Section 1**

Document Issue Record Log

## Barrow Angling Association Ltd.

### Health & Safety Policy and Arrangements

Issue	Amendment	Date	Prepared by	Approved by
1	New Issue	Dec 2020	Keith Rutz.	
2	POLICY UPDATE	17/08/22	S. TEMPLETON	

**Barrow  
Angling  
Association**

## **Section 2**

# **Health & Safety Policy Statement and Arrangements**



THE VOICE OF ANGLING



### Scope

In order for the Barrow Angling Association (BAA) to operate consistently and in alignment with other angling clubs, including those of the wider angling community, BAA has adopted the Health & Safety Policy Statement and Arrangements as provided by the Angling Trust and Canal & River Trust.

This safety policy has been developed jointly by the Angling Trust and Canal & River Trust for the benefit of angling clubs and the wider angling community following consultation with club members from across the country. Its aim is to enable organisations establish management systems that demonstrate to others their competence and commitment to safety; it covers core areas of a safety policy including policy statement, the responsibilities of club officials including chairs, volunteers and coaches, risk assessment and duty of care.

### **Policy Statement**

Barrow Angling Association is committed to ensuring that it will do all that is reasonably practicable to prevent injury and damage to property. We will have due regard for protecting all other people who come into contact with the Club/Associations activities.

When dealing with health and safety issues officials, members, and volunteers carrying out activities have a clear understanding of the need to operate within the context of this policy and arrangements.

Officials, members and volunteers involved in events or work parties will take all reasonable steps to safeguard all those taking part in activities and those who may be affected by them.

Barrow Angling Association will co-operate with other organisations (landowners etc) to ensure risks are properly controlled.

### **Health and Safety Arrangements**

#### **Duty of Care**

Barrow Angling Association requires that all people involved in organising activities, work parties and day to day management consider the consequences of their acts and omissions and ensure that those acts/or omissions do not give rise to a foreseeable risk of injury to any other person.

#### **Risk Assessment**

Barrow Angling Association will ensure that suitable risk assessments are carried out and the results of the assessments are implemented. The aim of risk assessment is to avoid harm and to promote the health, safety and welfare of all involved or who may be affected by an activity (work or leisure). As members of Barrow Angling Association, administrators and event organisers have not only a moral but also a legal responsibility to ensure that club activities and any organized events are as safe as practicably possible. Risk assessments will be carried out with a view of minimizing risk as well as reducing the likelihood of accidents happening; in the event of an accident it will also reduce the chance of serious injury or ill health.

Risk Assessment procedures require the Assessors to consider:

- **Hazards** – anything that has potential to cause harm.
- **Who** could be affected?
- **Measures** already in place – to avoid possible harm.
- **Risk** – the likelihood that something could happen, on a scale of 'high', 'medium', 'low.'
- **Further** actions – what more can be reasonably done to reduce the likelihood of an accident happening.

The Risk Assessment document will be completed and signed by the responsible person (administrator or organiser), key actions will be conveyed (where appropriate read and understood) to all participating so that they know and understand what is expected of them.

### **KEY RESPONSIBILITIES**

#### **Person in charge (e.g. Chairman)**

- Ensure this policy is adhered to.
- Ensure Risk Assessments have been carried out.
- Brief other officials/participants on all matters relating to organizational activities especially risk management and allocation of equipment and resources

### **Officials and Organisers**

Club officials, administrators and/or organisers (persons in charge of a work activity or events) are primarily responsible for ensuring safety is properly managed. He/she has the responsibility to undertake all measures available to ensure the safety and well-being of all person taking part in an activity/event and those who could be affected by the event. The success of an activity/event depends on effective management. The event organizer must ensure that there is effective:

- Planning
- Delegation
- Resources allocation (people and equipment)
- Decision making
- Clear (and effective) communication

### **Responsibility of volunteers**

- Turn up at the venue in sufficient time to prepare for the event/activity.
- Attend briefing (and debriefing)
- Carry out allocated duties in a professional manner.

### **Specific procedures when working with young people.**

Barrow Angling Association has a Child Protection Policy, all officials, organisers and volunteers carrying out activities for the club (or association) must complete a declaration that they know of the policy and will comply with its contents.

People working for the Barrow Angling Association must be aware of the legal requirements regarding the supervision of young people.

### **COACHES AND HELPERS**

All coaches participating in activities organized by Barrow Angling Association must hold an appropriate qualification. During events and activities, the ratio of responsible adults (coaches) to young people depends in the main on the age and ability of participants but is never too little to ensure the safety of participants. The following ratios are currently being followed.

- Novice – 1 adult to 2 young people
- Intermediate – 1 adult to 3-5 young people
- Senior – 1 adult to 6-8 young people

### **First Aid & Incident reporting**

#### **First Aid**

All responsible persons must have attended basic first aid instruction.

#### **Incident reporting procedure**

In the event of an incident or accident involving personal injury the following procedures must be followed:

All injuries other than minor cuts and abrasions should be recorded on 'accident forms'. It is a requirement that both the injured party and the responsible person sign the form. If the circumstances of the accident are not clear – notes of the accident must be made on the form.

If there are doubts about the nature or seriousness of the injury, the responsible person will ensure the injured person is given appropriate medical attention as soon as possible.



# **Barrow Angling Association**

## **Section 3**

Risk Assessment Matrix & Guidance

## Risk Assessment Guidance

### Performing a Safety Risk Assessment:

1. The risk assessment matrix is provided at Section 3 of the BAA Safety Manual and comprises of two main parts; (a) the 'Consequences' from a Hazard, and (b) the 'Probability' of that Hazard occurring.
2. To perform the risk assessment, it is first necessary to identify the event or task being undertaken, then determine the 'Hazard' or 'Hazards' associated with that event. A hazard being defined as something that can harm; People, Assets, Environment or BAA Reputation.
3. Determine all possible hazards then assess each hazard separately using the matrix.
4. Determine the severity of impact of the hazard occurring, would the effects of the hazard result in an injury or a fatality of a person, or in severe cases multiple fatalities, multiple fatalities are considered as; 2+ persons.
5. Determine the probability of the hazard occurring and determine the level of 'Risk' (Low, Medium, or High). Has the hazard occurred anywhere before, or has the hazard occurred before and specifically on BAA sites?
6. Determine what mitigations are required to reduce the hazard impact or remove the hazard. What level of safety margins are reduced by the proposed mitigations, can we eliminate the hazard?
7. Who is responsible for carrying out the mitigations and when are the mitigations to be in place?
8. Finally, record the Risk Assessment title and reference number in the risk assessment index in section 6 of the safety manual and also, retain a paper copy of the risk assessment in section 6 of the BAA safety Manual.

BAA Risk Assessment Matrix									
Consequence					Increasing Probability				
Severity Rating	People	Assets	Environment	Reputation	A	B	C	D	
0	Zero Injury	Zero Damage	Zero Effect	Zero Impact	Has Occurred Before	Has Occurred in BAA	Has Occurred several times -1y in BAA	Occurred several times -1y at site	
1	Slight Injury	Slight Damage	Slight Effect	Slight Impact	Low - Manage for continued improvement				
2	Minor Injury	Minor Damage	Minor Effect	Limited Impact		Medium - Introduce Risk Reducing Measures			
3	Major Injury	Local Damage	Local Effect	Considerable Impact					
4	Single fatality	Major Damage	Major Effect	Major National Impact			High - Failed to meet screening criteria		
5	Multiple fatalities	Extensive Damage	Massive Impact	Major International Impact					

**Barrow  
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**Section 4**

Risk Assessment Template

# BAA Risk Assessment Template

<b>Company Name:</b>	Barrow Angling Association Ltd	<b>Working Group Leader</b>	
<b>Assessment by:</b>		<b>Task Date</b>	
<b>Assessment Date:</b>		<b>Task/Activity</b>	
<b>Assessment Reference:</b>	RA/	<b>Task/Activity Reference</b>	
<b>Location OS ref:</b>		<b>Group Leader Signature</b>	

This risk assessment acts as a guide to outline some of the common hazards, risks and control measures that might be encountered whilst undertaking a task/tasks by the BAA working group party. Due to changing weather and water conditions, ideally this risk assessment should be undertaken on the day prior to the day commencing the work/task. Ensure permission has been obtained by the landowner.

All participants are to be briefed by the Working Group Leader on the risk assessment before commencing the work/task.

Working Group Leader to have mobile phone for emergency services if required and to know location and OS coordinates where working.

Risk No.	Identify Risk/HAZARDS (Cause Harm)?	Who is at Risk?	What Safety Measures in place to Control Risk?	Risk Status	Actions required to further Mitigate the Risk?	Risk Status	Who needs to carry out the mitigation?	Date Mitigation required by?	Date Completed
1									
2									
3									
4									
5									
6									
7									
8									

**Barrow  
Angling  
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**Section 5**

Risk Assessment (Sample)

## BAA Risk Assessment (Sample)

<b>Company Name:</b>	Barrow Angling Association Ltd	<b>Working Group Leader</b>	Dave Nixon
<b>Assessment by:</b>	Steve Templeton	<b>Task Date</b>	18/08/2022
<b>Assessment Date:</b>	17/08/22	<b>Task/Activity</b>	Removal of excess vegetation
<b>Assessment Reference:</b>	RA/001	<b>Task/Activity Reference</b>	PB/0089
<b>Location OS ref:</b>	Poaka Beck SD 24247 78315	<b>Group Leader Signature</b>	Dave Nixon

This risk assessment acts as a guide to outline some of the common hazards, risks and control measures that might be encountered whilst undertaking a task/tasks by the BAA working group party. Due to changing weather and water conditions, ideally this risk assessment should be undertaken on the day prior to the day commencing the work/task.

Ensure permission has been obtained by the landowner.

All participants are to be briefed by the Working Group Leader on the risk assessment before commencing the work/task.

Working Group Leader to have mobile phone for emergency services if required and to know location and OS coordinates where working.

Risk No.	Identify Risk/HAZARDS (Cause Harm)?	Who is at Risk?	What Safety Measures in place to Control Risk?	Risk Status	Actions required to further Mitigate the Risk?	Risk Status	Who needs to carry out the mitigation?	Date Mitigation required by?
1	Environment: Cold Weather- Hypothermia. Extreme Heat- Dehydration, Sunburn. Rain-Slippery surfaces, Slips, trips and falls	Working Group Leader and working group.	Inform workers to wear suitable and appropriate clothing and bring extra layers. Review conditions on the day and be aware of deteriorating conditions.	High	Hypothermia survival bag to be available. Supply sun cream and water on days of extreme heat.	Low	Working Group Leader to collect Safety PPE from BAA.	17/08/22
2	Site Familiarisation and Hazard Awareness. Safety exit routes.	Working Group Leader and working group.	Safe area Designated, and Safety exit routes marked.	Med	Working group informed of hazards Safety Measures in place, safety exit routes and designated safety areas.	Low	Working Group Leader or Designated Safety Officer.	17/08/2022



Risk No.	Identify Risk/HAZARDS (Cause Harm)?	Who is at Risk?	What Safety Measures in place to Control Risk?	Risk Status	Actions required to further Mitigate the Risk?	Risk Status	Who needs to carry out the mitigation?	Date Mitigation required by?
3	Slips, Trips and Falls. Slippery and wet surfaces. Working at height.		Ask participants to wear waterproofs and appropriate footwear with good soled grip. Ladders and safety harness provided.	Med	To Rope-off working area. BAA to supply ropes/safety harness Safety Ladders.	Low	Working Group Leader to collect safety harness and safety rope and safety ladders from BAA	17/08/22
4	Vehicles at location, parking, damage to property.	All Participants.	Considerate and sensible parking to be adopted by all participants.	Low	Instruct all participants to be mindful.	Low	Working Group Leader	18/08/22 On arrival at site.
5	Heavy Plant Machinery on site, access and egress.	All Participants.	Awareness of Localised Hazards to all participants.	Low	Instruct all participants to be mindful.	Low	Working Group Leader	18/08/22

Risk No.	Identify Risk/HAZARDS (Cause Harm)?	Who is at Risk?	What Safety Measures in place to Control Risk?	Risk Status	Actions required to further Mitigate the Risk?	Risk Status	Who needs to carry out the mitigation?	Date Mitigation required by?
6	Awareness of sharps, broken glass, metals, cans at location. Cuts, punctures, wounds, bleeding.	All Participants.	Safety gloves, safety glasses and first aid pack supplied by BAA and Working group leader to obtain from BAA.	Med	Permit all participants to wear their own personal safety glasses and safety gloves.	Low	Working Group Leader	18/08/22
7	Manual Handling, Lifting, LOLER & PUWER the provision and use of work Equipment Regulations apply	All Participants.	Warn participants not to overfill rubbish sacks and lifting of heavy branches or items is only performed with good form and within the individual's capability.	Med	Supervision and overall control of work is at the working group leader's decision.	Low	Working Group Leader	18/08/22

Risk No.	Identify Risk/HAZARDS (Cause Harm)?	Who is at Risk?	What Safety Measures in place to Control Risk?	Risk Status	Actions required to further Mitigate the Risk?	Risk Status	Who needs to carry out the mitigation?	Date Mitigation required by?
8	Noise-Ear protection to be worn if noise levels exceed 85db.	All Participants.	BAA to provide disposable ear protectors if it is known noise will be a hazard on the day.	Low	Working Group leader to distribute ear plugs as supplied by BAA.	Low	Working Group Leader	18/08/22

# **Barrow Angling Association**

## **Section 6**

Risk Assessment Index & Assessments

## Risk Assessment Index

<b>RA/ Ref</b>	<b>Risk Assessment Title</b>	<b>Date</b>
RA/ 001	Risk Assessment of Cavendish Dock	06/11/22
RA/ 002	Reducing Bank Vegetation at Cavendish Dock	17/02/23
RA/ 003	Poaka Beck Open Day	23/02/23
RA/ 004		
RA/ 005		
RA/ 006		
RA/ 007		
RA/ 008		
RA/ 009		
RA/ 010		
RA/ 011		
RA/ 012		
RA/ 013		
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RA/ 015		
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RA/ 018		
RA/ 019		
RA/ 020		
RA/ 021		
RA/ 022		

**Ref: RA/001****Risk Assessment of Cavendish Dock  
(South Walney & Piel Channel Flats)**

File Ref: SD 26/2

National Grid Reference: SD 220650

**Purpose**

Barrow Angling Association (BAA) is responsible for several fishing waters within the local angling community, specifically; Poaka Beck, Ireleth Upper and Lower, Harleck, Pennington and Cavendish Dock. BAA has recently adopted to align their health and safety protocol with that of the combined Angling Trust and Canal Trust criteria in order to establish; security, and legal support, and be consistent with the HSE principals of the national angling community.

The purpose of this report was to undertake a safety assessment of; 'Cavendish Dock' in order to establish a datum of the safety and the risks extant to anglers and the public on those waters. In addition, the assessment has determined if Cavendish Dock operations can be incorporated within the newly proposed BAA health and safety regime.

**Background**

Cavendish Dock site is owned by the Associated British Port Authority and is a registered SSSI site which is leased to Barrow Angling Association Limited for the purpose of angling activities within those waters and to which supports the environment agency for water quality and supporting local bird life.

Geographically, the site area is relatively rectangular and angling activities, predominately carp fishing, is currently accessed from three banks each with their own restrictions of accessibility and associated hazards.

**Scope**

The assessment was undertaken by BAA to determine and identify the site HSE for risks and hazards exposed to anglers and the general public. The assessment proposes a practicable mitigation requirement stating which corporate body would be suitably responsible to undertake those mitigation requirements.

The authorities with interest and responsibilities to Cavendish Dock are:

<b>Organisation</b>	<b>Responsibilities</b>
Associated British Port Authority	Site Owner
Natural England (SSSI Site)	Grass and hedge cutting
Environment Agency	Water Quality
Barrow Angling Association	Local and national angling community

## **Assessment**

The assessment has been carried out using the Safety assessment matrix from the BAA Safety Manual and the assessment results are attached to this report and regarded as self-explanatory however, any questions please contact the assessor.

## **Conclusion**

The assessment has highlighted the hazards that are extant to Cavendish Dock water.

Although the area geographically is rectangular it is apparent from the risk assessment that only three sides can be accessed (with caution) for angling purposes, and even those areas have elements of risk with restricted access.

It is concluded from the risk assessment that the area known as the 'Seawall' bank, is too hazardous for anglers to fish from and therefore, BAA is advised to prohibit all members from angling from the Sea wall bank at Cavendish Dock water.

As Identified in the risk assessment the responsibility for mitigation of the hazard is with the; 'Associated British Port Authority' and not Barrow Angling Association.

However, as the major hazard event could derive from the activity of angling, it would be advisable for BAA to erect signs on the Sea wall bank to; 'prohibit all members from angling along the Sea wall bank'. In addition, as HSE is now a prominent feature of society, BAA are also advised to consider replacing and updating their current signage around Cavendish Dock with notifications disclosing BAA's responsibilities.

## Ref: RA/001 BAA Risk Assessment for Cavendish Dock

<b>Company Name:</b>	Barrow Angling Association Ltd	<b>Working Group Leader</b>	N/A
<b>Assessment by:</b>	Steve Templeton	<b>Task Date</b>	02/11/2022
<b>Assessment Date:</b>	02/11/2022	<b>Task/Activity</b>	N/A
<b>Assessment Reference:</b>	RA/001	<b>Task/Activity Reference</b>	HSE Datum Assessment
<b>Location OS ref:</b>	SD 220650	<b>Group Leader Signature</b>	N/A

This risk assessment acts as a guide to outline some of the common hazards, risks and control measures that might be encountered whilst undertaking a task/tasks by the BAA working group party. Due to changing weather and water conditions, ideally this risk assessment should be undertaken on the day prior to the day commencing the work/task.

Ensure permission has been obtained by the landowner.

All participants are to be briefed by the Working Group Leader on the risk assessment before commencing the work/task.

Working Group Leader to have mobile phone for emergency services if required and to know location and OS coordinates where working.



Risk No.	Identify Risk/HAZARDS (Cause Harm)?	Who is at Risk?	What Safety Measures in place to Control Risk?	Risk Status	Actions required to further Mitigate the Risk?	Risk Status	Who needs to carry out the mitigation?	Date Mitigation required?
1	<b>Seawall Bank</b> Drowning – Slippery surfaces when wet Tripping and Slipping over the bank edge, falling into water and drowning.	Public, pedestrians, anglers	None	4B High Single fatality	Erect a barrier or fence the length of the Seawall Bank. Prohibit fishing from the Seawall Bank.	1B Low Slight Injury	Associated British Port Authority. BAA	06/11/22
2	<b>Seawall Bank</b> Drowning – Lost footing by excess vegetation and risk of falling into water from unmarked bank edge.	Public, Pedestrians, Anglers, Cyclists	None	4B High Single fatality	Erect a barrier or fence the length of the Seawall Bank. Regular grounds maintenance for weed control.	1B Low Slight Injury	Associated British Port Authority / Natural England (Grass cutting)	06/11/22
3	<b>Stones – Pegs 1, 2 &amp; 3</b> Drowning – Lost footing by unlevel surface of bank area surface resulting in falling into the water.	Anglers	None	4B High Single fatality	Provide level surface to accommodate angler and equipment. Re-locate Life-ring local between Stones Pegs 1, 2 & 3.	1B Low Slight Injury	Barrow Anglers Association	06/11/22
4	<b>Stones – Pegs 1, 2 &amp; 3</b> Slips, Trips and falls as result of unlevel surfaces	Anglers	None	2B Medium Minor Injury	Provide level surface to accommodate angler and equipment and to mitigate slips and trips.	1B Low Slight Injury	Barrow Anglers Association	06/11/22

### BAA Risk Assessment Matrix

Severity Rating		Consequence				Increasing Probability			
		People	Assets	Environment	Reputation	A Has Occurred Before	B Has Occurred in BAA	C Has Occurred several times -1y in BAA	D Occurred several times -1y at site
0	Zero Injury	Zero Injury	Zero Damage	Zero Effect	Zero Impact				
1	Slight Injury	Slight Injury	Slight Damage	Slight Effect	Slight Impact	Manage for continued improvement			
2	Minor Injury	Minor Injury	Minor Damage	Minor Effect	Limited Impact	Introduce Risk Reducing Measures			
3	Major Injury	Major Injury	Local Damage	Local Effect	Considerable Impact	Failed to meet screening criteria			
4	Single fatality	Major Damage	Major Damage	Major Effect	Major National Impact	Failed to meet screening criteria			
5	Multiple fatalities	Extensive Damage	Massive Impact	Major International Impact					

**Ref: RA/002**

**Risk Assessment for:**  
**Reducing Bank Vegetation**  
**at**  
**Cavendish Dock**  
**(South Walney & Piel Channel Flats)**

File Ref: SD 26/2

National Grid Reference: SD 220650

**Purpose**

The purpose of this risk assessment is to identify and highlight the hazards associated with the task of Reducing Bank Vegetation at the site of Cavendish Dock.

This report can be referred to and used as a generic assessment for the ongoing task of Reducing Bank Vegetation by individuals and working parties at the Cavendish Dock site.

**Scope**

The assessment was undertaken by Steve Templeton as BAA HSE representative to determine and identify the risks and hazards exposed to anglers and the general public whilst undertaking the task of Reducing Bank Vegetation.

The authorities with interest and responsibilities to Cavendish Dock are:

<b>Organisation</b>	<b>Responsibilities</b>
Associated British Port Authority	Site Owner
Natural England (SSSI Site)	Grass and hedge cutting
Environment Agency	Water Quality
Barrow Angling Association	Local and national angling community

**Assessment**

This risk assessment was undertaken using the Safety assessment matrix within the BAA Safety Manual and the assessment results are attached to this report.

**Conclusion**

The assessment has highlighted the hazards that are associated to this task at Cavendish Dock water.

Geographically the area is rectangular, it is noted that resulting from Risk Assessment RA/001 that only three sides can be accessed (with caution) for angling purposes, and consequently, this assessment excludes the activity of reducing bank vegetation along the Sea Wall Bank area.

## Ref: RA/002 Risk Assessment for: Reducing Bank Vegetation at Cavendish Dock

<b>Company Name:</b>	Barrow Angling Association Ltd	<b>Working Group Leader</b>	N/A
<b>Assessment by:</b>	Steve Templeton	<b>Task Date</b>	17/02/2023
<b>Assessment Date:</b>	17/02/2023	<b>Task/Activity</b>	Reducing Bank Vegetation
<b>Assessment Reference:</b>	RA/002	<b>Task/Activity Reference</b>	HSE Datum Assessment
<b>Location Code</b>	GIBBIF-0001	<b>Group Leader Signature</b>	N/A

This risk assessment has determined the hazards, risks and mitigation needed to be in place prior to undertaking this task by BAA working group parties or individual anglers using hand tools only, power tools not permitted.

All working party members/volunteers to be briefed and made aware of the Safety policy in control by the working party Group Leader before commencing this task. Individuals to read the applicable risk assessments in the BAA Safety Manual.

Working Group Leader to have a fully charged mobile phone to facilitate contact with the emergency services and to know the location Ordnance Survey grid reference coordinates where performing the task.

BAA Notice of Non-Liability. Notice is hereby given that BAA shall not be liable for personal injury, damage or loss of personal items.

Risk No.	Identify Risk/HAZARDS (Cause Harm)?	Who is at Risk?	What Safety Measures in place to Control Risk/Hazard?	Risk Status	Actions required to further Mitigate the Risk?	Risk Status	Who needs to carry out the mitigation?	Date Mitigation required?
1	Drowning after falling into water from slipping/tripping at bank edge	Anglers/ Public	BAA Risk awareness notices. Life-rings supplied by ABP	4A Medium Single fatality	Confirm Life rings in their stowage's and accessible. Patrol bank edge clear of debris and trip hazards.	2A Low Minor Injury	BAA Bailiff warden	18/02/23 & Daily
2	Slipping, tripping and falling at bank edge	Anglers/ Public	BAA Risk awareness notices	2A Low Minor Injury	Patrol bank edge clear of debris and trip hazards.	1A Low Slight Injury	BAA Bailiff warden	18/02/23 & Daily
3	Sharps – Cuts and abrasions resulting from hand tool operations	Hand tool user/owner	Hand tool user/owner liability	0	Out of BAA scope	0	Out of BAA scope	

BAA Risk Assessment Matrix									
Consequence					Increasing Probability				
Severity Rating	People	Assets	Environment	Reputation	A	B	C	D	
0	Zero Injury	Zero Damage	Zero Effect	Zero Impact	Has Occurred Before	Has Occurred in BAA	Has Occurred several times -1y in BAA	Occurred several times -1y at site	
1	Slight Injury	Slight Damage	Slight Effect	Slight Impact	Low - Manage for continued improvement				
2	Minor Injury	Minor Damage	Minor Effect	Limited Impact		Medium - Introduce Risk Reducing Measures			
3	Major Injury	Local Damage	Local Effect	Considerable Impact					
4	Single fatality	Major Damage	Major Effect	Major National Impact			High - Failed to meet screening criteria		
5	Multiple fatalities	Extensive Damage	Massive Impact	Major International Impact					

**Barrow  
Angling  
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**Section 7**

Work Party Task Index

## Working Party Task Index

<b>WP/ Ref</b>	<b>Working Party Task Title</b>	<b>Date</b>
WP/ 001		
WP/ 002		
WP/ 003		
WP/ 004		
WP/ 005		
WP/ 006		
WP/ 007		
WP/ 008		
WP/ 009		
WP/ 010		
WP/ 011		
WP/ 012		
WP/ 013		
WP/ 014		
WP/ 015		
WP/ 016		
WP/ 017		
WP/ 018		
WP/ 019		
WP/ 020		
WP/ 021		
WP/ 022		



# **Barrow Angling Association**

## **Section 8**

Work Party Task Summary Sheets &  
Guidance

## Work Party Summary Sheet Guidance

### Scope

1. The Work Party Summary Sheet in Section 8 is to be completed prior to commencing any BAA Task which requires a team of volunteers from BAA members to form a work party group in order to accomplish a proposed task on any BAA water.
2. A Work Party Summary Sheet is to be completed by the work party leader, and prior to commencing the work. The template for this is in Section 8 of the BAA safety manual, some of the safety details and contact numbers are already entered for ease.
3. If the task in hand is new and a generic risk assessment is unavailable then a risk assessment is also required to be completed. The risk assessment should be completed simultaneously with the work party summary sheet, as both reports require health & safety concerns and when the summary sheet is completed it becomes the preliminary safety report for completing the risk analysis and assessment.
4. The Work Party Summary Sheet (template) in section 8, Risk Assessment (template) in section 4 and HSE Accident / Incident report form in section 10, are all linked by cross referencing the references for these reports. Please ensure the referencing is entered in all three reports as this would be required in the event of an accident investigation.

## Work Party Task Summary Sheet

**Task Title:**

**Site Details:**

Site Post Code & OS Grid (Tick ✓ - Applicable Site)	Pennington		LA12 7SB	SD 25772 78941
	Poaka Beck		LA12 0NT	SD 24310 78354
	Ireleth Upper		LA16 7EU	SD 22977 77833
	Ireleth Lower		LA12 0NT	SD 24310 78354
	Harlock		LA12 0NT	SD 24915 79322
	Cavendish Dock		GBBIF	What 3 Words
Work Party Leader:			Leader Mobile:	
Work Start Date:			Work Start Time:	
Risk Assessment ref:	RA/		Work Party ref:	WP/ 002

**Health & Safety Details:**

Emergency Muster Point	Car Park	Emergency Services	999 & 111
Chairman Mobile	07814 403543	Nearest Hospital	LA14 4LF
Secretary Mobile	07880 621415	Hospital A & E	01229 870870
HSE Mobile	07760 277557	First Aid Box Located	To Hand

**PPE Issued:**

Hi Viz Vest	Yes	✓	No		Safety Goggles	Yes	✓	No	
Ear Plugs	Yes		No		Gloves	Yes	✓	No	

**Identified HAZARDS**

Examples:  
 Slips  
 Trips  
 Falls  
 Access  
 Drowning  
 Debris  
 Fire

**Team Brief**

Examples:  
 Awareness of Hazards  
 Escape Routes & Emergency Muster Points  
 Communications  
 Safety Equipment & PPE

**Proposed Task Methodology**

Brief the Working Party of the:  
Task in Hand  
Method of Execution  
Break times & Lunchtimes

**Accidents in accordance with RIDDOR 2013**

All Accidents Large or Small to be recorded in the HSE Accident Report Book in Section 10 of the BAA Safety Manual. Do Not Remove Pages from the HSE Accident Report Book. Remember to enter the Accident/Incident reference number in the HSE Accident Book and Work Party Task Summary Sheet in Section 8 of the BAA Safety Manual.

**Accident Report Book No.;** A/I

## WORKING PARTIES – IMPORTANT CONSIDERATIONS

### INTRODUCTION

BAA believe that the work to be undertaken is important in assuring the future of BAA assets but, the priority is the safety and well-being of you and the others involved in the work.

**Be aware, your actions may impact the safety of people surrounding you.**

### WHAT TO EXPECT ON THE DAY

All working parties start at 09:30, so please arrive at 09:15 for registration and instruction brief.

A work party leader/supervisor will be nominated to lead the working party. The work party leader may split the task and delegate responsibility if the task undertaken is considerable. The work party leader will allocate and explain the work to be undertaken; please listen to their instructions carefully, ask questions if in doubt and do not exceed the brief.

Work examples:

- Trimming and removing bank-side growth, usually small scale removals but, occasionally require large branches or shrub removal
- Clearing swims – removal of weed/reeds from the water's edge
- Constructing fishing platforms and pegs
- Constructing/clearing paths and car parks
- Constructing/repairing stiles, fences and small bridges
- Constructing notice boards

### CANCELLATION

Occasionally, if bad weather, working parties get cancelled. Although every effort is made to contact members individually but, it is always good advice to confirm before setting off to call the work party leader to confirm the work is going to schedule.

### HEALTH & SAFETY

The working party leader will give you instructions and guidance that must be followed. Examples:

1. Health & Safety is everyone's responsibility, be safe and consider others
2. By the nature of BAA's activities, all working parties will be conducted by the water's edge; still or running, water is dangerous and can kill – respect it
3. No one is to enter the water, unless it is essential, authorised and supervised
4. Some activities are extremely hazardous thus only undertaken by SQEP persons
5. Chain saws are prohibited during working parties
6. Equipment is provided by BAA, if found defective DO NOT USE and return to work party leader
7. Take care when using sharp, cutting tools
8. Tasks to be planned and all participants to understand what is happening and the safety impact
9. Prevent back injuries, apply; Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). DO NOT LIFT BEYOND YOUR ABILITY
10. Be aware of Giant Hogweed, avoid contact

Working party tasks may require the use of waders, you are allowed to bring your own, please check condition and be aware BAA will not be responsible for loss or damage to any personal items resulting from the activities you undertake.

The 'Buddy' system will be employed when working in water and or where there is a possibility of falling into flowing water.

### **YOUR OWN HEALTH & SAFETY**

You will not be allowed to partake in the working group if you are under the influence of drugs or alcohol. Inform the work party leader if on the day, you are uncomfortable lifting or carrying. It is your responsibility to consider and respect any underlying health condition that could prevent your participation.

**WORKING AT HEIGHT IS NOT PERMITTED.**

### **JUNIORS**

Juniors, 12 years and over may attend a working party, but must be accompanied and supervised by a parent or guardian. Juniors are not permitted to undertake hazardous tasks, go near deep water or tree felling or fires.

### **WORK WEAR**

Participants to wear appropriate footwear, gloves and safety glasses. BAA will provide suitable PPE but this may be limited. Should you wish to use your own safety work wear, it is your responsibility to ensure the condition is appropriate for your protection and safety. BAA will not be responsible for loss or damage to any personal PPE items resulting from the activities you undertake.

**Barrow  
Angling  
Association**

**Section 9**

Accident Incident Report Index

## Accident Incident Report Index

<b>A/I Ref</b>	<b>Accident Incident</b>	<b>Date</b>
AI/ 001	Sprained Ankle (Sample)	17/08/22
AI/ 002		
AI/ 003		
AI/ 004		
AI/ 005		
AI/ 006		
AI/ 007		
AI/ 008		
AI/ 009		
AI/ 010		
AI/ 011		
AI/ 012		
AI/ 013		
AI/ 014		
AI/ 015		
AI/ 016		
AI/ 017		
AI/ 018		
AI/ 019		
AI/ 020		
AI/ 021		
AI/ 022		



# **Barrow Angling Association**

## **Section 10**

### **HSE Accident Report Book & Accident Reporting Guide**

## HSE Accident Reporting Guidance

RIDDOR ([hse.gov.uk](http://hse.gov.uk))

### The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

RIDDOR puts duties on people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near Misses).

Reporting – All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents only – call the Incident Contact Centre on **0345 300 9923**

The HSE Accident Book is an essential document for people, who are required by law to record and report details of specified work-related injuries and incidents.

DO NOT: (a) Deface the HSE Accident Book

(b) Remove any pages from the HSE Accident Book. If an error is made, explain.

For Guidance there is an example / sample of a completed Accident / Incident report in the front of the HSE Accident Report Book in section 10 of the BAA Safety Manual.

As HSE requirements change for up to date procedures please refer to: [www.hse.gov.uk](http://www.hse.gov.uk)

Incident Time :

Date / Time Reported :

INCIDENT / ACCIDENT

Police

# HSE ACCIDENT REPORT BOOK

HSE Compliant Record Sheets for workplace

110 Pages - 8.5 x 11 in



- No. 001

ACCIDENT No. 001

Accident / Incident I

Incident Date :	17/08/2022	Incident Time :	1320
Location :	PENNINGTON RES.	Date / Time Reported :	17/08/22 20
Person injured / involved :	JOE BLOGGS		
Full name :	JOSEPH BLOGGS		
Address :	11, TRIDENT STREET, BARRROW-IN-FURNESS. LA14 3J		

DETAILS OF INCIDENT / ACCIDENT

WEEDING FROM A BOAT USING A RAKE. JOE OVER-REACHED AND FELL OUT OF THE BOAT. WHILST CLIMBING BACK INTO THE BOAT HE SPRAINED HIS ANKLE

NATURE & EXTENT OF INJURES

SPRAINED ANKLE

What action was taken?

Ambulance Called  First Aid  Hospital  Police   
Other (Specify):

WITNESS(ES)

Name: MIKE HUNT

Contact: 07789 552244

Name:

Contact:

ACTIONS WHICH COULD HAVE PREVENTED THE INCIDENT

BE SENSIBLE, DO NOT OVER-REACH, REMAIN WITHIN CAPABILITIES,  
INFORM VOLUNTEERS PRIOR TO COMMENCING TASK TO WORK  
WITHIN THEIR LIMITATIONS, DO NOT TAKE RISKS, CONSIDER  
PERSONAL SAFETY AT ALL TIMES

Form completed by :

J. JONES

Date: 17/08/22

Approved by :

ANN OTHER

Date: 21/08/22

Signature :

## Accident / Incident Form

<b>Incident Date :</b>		<b>Incident Time :</b>	
<b>Location :</b>		<b>Date / Time Reported :</b>	
<b>Person injured / involved :</b>			
<b>Full name :</b>			
<b>Address :</b>			

### DETAILS OF INCIDENT / ACCIDENT


### NATURE & EXTENT OF INJURES

<b>What action was taken ?</b>	Ambulance Called <input type="checkbox"/>	First Aid <input type="checkbox"/>	Hospital <input type="checkbox"/>	Police <input type="checkbox"/>
	Other (Specify) :			

### WITNESS(ES)

<b>Name :</b>	<b>Contact :</b>
<b>Name :</b>	<b>Contact :</b>

### ACTIONS WHICH COULD HAVE PREVENTED THE INCIDENT


<b>Form completed by :</b>		<b>Date :</b>	
<b>Approved by :</b>		<b>Date :</b>	
<b>Signature :</b>			






**Barrow  
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**Section 11**

PPE AUDIT Record

# Barrow Angling Association

## Working Party PPE HSE Bag Contents Audit Record

Item	Description	Supplier	Ref:	Unit Cost	BAA Stock	Total Cost	Taken	Return	Party Leader Signature	Date
Bag	Safety Bag	TBA	TBA	TBA	1	TBA				
	PVC Knit Wrist Gloves	Tool Station	44494	1.28	6 Pairs	7.68				
	Safety Goggles	Tool Station	69043	1.29	6	7.74				
	Hi Viz Vest XL Yellow	Tool Station	76959	3.98	6	23.88				
	First Aid Kit 20 Persons	Screwfix	26908	22.99	1	22.99				
	Foam Ear Plugs	Screwfix	3650P	8.99	1 Pack of 50	8.99	Consumable			
						71.28				

**Barrow  
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**Section 12**

Appendix Part A