

**RYEDALE ANGLERS CLUB LTD**  
**HEALTH AND SAFETY POLICY**

**INTRODUCTION**

1. **Purpose.** The Ryedale Anglers Club (RAC) has Health and Safety (H&S) responsibilities to a range of stakeholders. Those responsibilities are defined in the basic legislation, the Health and Safety at Work Act 1974 (HSWA 74), its contemporary supplements and the extensive guidance issued by the Health and Safety Executive (HSE). The purpose of this policy is to provide a working distillation of the legislation and guidance to enable the Directors of RAC, its employee and its members to meet their legal obligations for H&S, in order to provide a safe, secure and healthy environment for angling on the River Rye within the boundaries of its leases. To that end the Directors have formally endorsed H&S as their highest priority in their operation of the Club.
2. **Scope and Application.** RAC’s H&S obligations are not optional: however, as the Club is a small entity, the principle of ‘reasonableness’ applies, in that actions should be taken to the extent of what is “reasonably practicable” within its limited resources. This policy embodies the application of that principle in the specific context of RAC and its operating environment.

**RAC H&S STRUCTURE, GOVERNANCE AND STAKEHOLDERS**

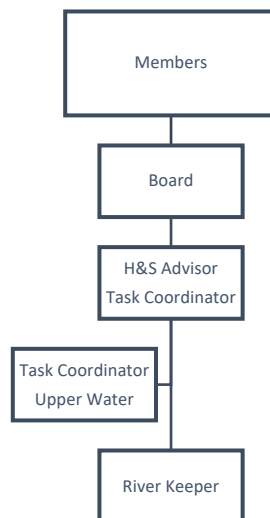


Figure 1 – RAC H&S Structure

3. H&S is essential, and all the Club’s members, their guests and its River Keeper have an important role to play in achieving and maintaining a safe operating environment.
4. Under HSWA 74 the Company – Ryedale Anglers Club Ltd - bears overall responsibility for the health and safety of the River Keeper, and of members and their guests within the area bounded by the RAC waters. This policy describes RAC’s approach to H&S; provides direction to the River Keeper as a lone worker employee; and gives guidance to members and their guests.

5. H&S Advisor. The Board will appoint a Board member as H&S Advisor (HSA) to provide direction, supervision and assurance of the River Keeper’s operational activities and advise the Board and wider membership on H&S issues. He will be assisted by a Task Coordinator, nominated by the Board, who will identify and report operational requirements on the Upper Water to the HSA for action by the River Keeper. The HSA is also responsible for:

- a. Creating and maintaining the RAC’s general and operational hazard and risk registers.
- b. Monitoring and auditing the safety inspection, reporting & recording system maintained by the River Keeper.

6. Stakeholders. RAC’s H&S responsibilities encompasses 4 groups of stakeholders:

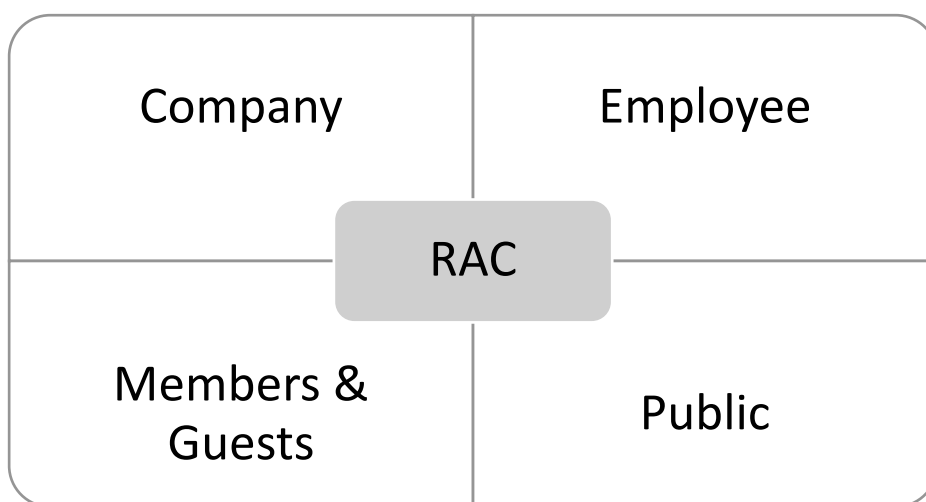


Figure 2 – RAC H&S Stakeholders

a. Company. RAC is a company limited by guarantee, in which its members are equivalent to shareholders with their liability limited to £1. Accordingly, this policy and its promulgation and application contribute to the governance and compliance required by the Companies Act 2006.

b. Employee. As an employer RAC bears responsibility for the health, safety and welfare of its employee. Because RAC employs fewer than 5 staff it is exempt from the most extensive provisions of HSWA 74, and the principle of ‘reasonableness’ applies. This does not, however, remove RAC’s responsibilities for taking all reasonable steps to protect its employee’s health, safety and welfare. In addition, as the River Keeper is defined as a ‘lone worker’ within the Act and related guidance (see <https://www.hse.gov.uk/pubns/indg73.htm>, also attached as Appendix 1 to Annex A), this creates additional requirements and obligations on him to manage his own health, safety and welfare. In view of the River Keeper’s long experience and established safety record, the Company is reasonably entitled to rely on his judgement in matters of operational safety. This policy covers those requirements and obligations in more detail below and in the detachable Annex A – River Keeper’s H&S Directive.

c. Members and Guests. Insofar as is ‘reasonably practicable’, RAC holds responsibility for providing a safe environment in which members and their guests may pursue their

sport. RAC is not responsible for the naturally arising hazards created by the countryside and the water, or those directly related to fishing when members' individual responsibility applies, but wherever its management activities change the natural environment, for example through the provision of stiles, ladders and paths, it has H&S responsibility for the management of the related risks. However, because such risks can never be eliminated by a small organisation with limited resources, the principle of 'reasonableness' applies and it is incumbent on members and their guests to exercise due care and attention when on the river. This consideration creates two complementary requirements:

- (1) RAC. To maintain a systematic and recorded inspection and maintenance regime for items such as stiles and ladders, operated by the River Keeper and described in the detachable Annex B – Safety Inspection, Reporting & Recording.
- (2) Members. To report any hazards as soon as reasonably practicable to the River Keeper in accordance with Annex B, using SMS, Not Muddy Again WhatsApp or email.

d. The Public. There are short lengths of public rights of way alongside the RAC water, on which the landowners bear legal responsibility for the safety of gates and stiles. This creates the possibility of members of the public straying and using RAC-provided stiles. This risk reinforces the requirements of sub-paragraph c. above.

## HAZARD AND RISK ASSESSMENT

7. It is essential that RAC's members and their guests are aware of the hazards that exist in the Club's operating environment and act accordingly when fishing. The H&S page on the Club's website (<https://www.ryedaleanglers.org.uk/health-safety.html> and copied at Annex C), provides a summary of those hazards, which members should read at least annually and must draw to the attention of any guests they may bring to fish. The RAC depends on members always acting with normal common sense and judgement, with due respect for their age and physical condition. Most accidents occur as a result of inattention or over-confidence. The Club's booking system records which beat the member is fishing, but it is highly desirable that members always carry their mobile phone when on the river. The RAC also strongly recommends that members have the 'What 3 Words' location application installed on their phones. Although network coverage is patchy, the mobile phone provides the only available risk mitigation against emergencies arising from accidents or medical issues. The age profile of the Club's members suggests that the latter is more likely.

8. General Hazard Register. In addition, RAC will maintain a register of all identified significant hazards within its area of responsibility, other than those related to the operations of the River Keeper. These will include, but not exclusively, all stiles, ladders, bridges<sup>1</sup>, structures and overhead power cables. The Hazard Register will link directly to the actions defined in Annex B – Safety Inspection, Reporting & Recording – for continuous updating and audit.

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<sup>1</sup> RAC is responsible for the bridge at Bulmer Strand. It is not responsible for the shoot bridge on Upper Harome, which members and their guests use entirely at their own risk. A warning note is on the Club's website.

9. Operational Hazard and Risk Register. In accordance with the requirements of HSAW 74, the River Keeper will maintain a specific hazard and risk register covering his operations. This will focus on the fixed risks attaching to tools, plant, machinery and vehicles; their servicing records; and their related certification as safe to use. It will also record the River Keeper's mandatory skills and refresher training (e.g. chainsaw operations). It is separate from but supplements the dynamic risk assessments that the River Keeper will carry out for each major task that he undertakes, as described below.

10. River Keeper Dynamic Risk Assessment. The HSE guidance for Lone Workers requires the completion of a dynamic risk assessment for each task, carried out to a level of detail that is reasonable, practical and proportional to the prevailing level of hazard. For most tasks the use of a simple pocket card checklist suffices. Tasks involving the use of power tools and machinery require a simple handwritten dated and timed daybook entry. In contrast, a major tree felling operation (i.e. tree diameter >300mm) involving the employment of contractors demands a full written assessment and risk management plan, developed by the contractor, and endorsed by the River Keeper. Fuller instructions are in Annex A – River Keeper's H&S Directive.

11. Voluntary Activities by Members. In the event of RAC wishing to employ members as voluntary labour to carry out work on the river, it is mandatory to carry out a formal and comprehensive written risk assessment, covering all aspects of the tasks envisaged. Voluntary work, either in groups or individually in support of the River Keeper will not be undertaken without prior Board approval based on such a risk assessment and the opinion of the Club's H&S advisor.

### **RYDEDALE ANGLERS CLUB – RIVER KEEPER’S HEALTH & SAFETY DIRECTIVE**

1. The HSWA 74 creates legal obligations on RAC as the River Keeper’s employer, and on him as a lone worker. These are described in the HSE Lone Worker guidance, which is attached as Appendix 1 to this Annex. The keys to the successful discharge of responsibilities by both parties are awareness and observation of the guidance; regular, structured consultations on risks and their management; a systematic approach to risk assessment and management, supported by good record keeping; and the application of experience, common sense and judgement.
2. RAC Responsibilities. The Club shall:
  - a. Involve and consult the River Keeper in all aspects of H&S management, including his personal health, welfare, and support needs, in the form of an annual review or more frequently on request.
  - b. Through the appointment of a designated Task Coordinator, provide an effective tasking and monitoring function for identifying and agreeing task requirements with the River Keeper.
  - c. In consultation with the River Keeper, at the start of the fishing season, complete the overarching risk assessment and management plan. Carry out a review whenever significant change occurs and update accordingly.
  - d. Implement appropriate risk control measures in accordance with the management plan.
  - e. Ensure that the River Keeper is adequately trained in carrying out task-related and dynamic risk assessments.
  - f. Provide the River Keeper with vehicles, machinery, tools, and appropriate protective clothing and equipment that is safe, fit for use and inspected and serviced in accordance with the manufacturers’ schedules (e.g. chain saw annually).
  - g. Ensure that the River Keeper is correctly trained in the use of the chain saw by attendance on approved courses at the recommended interval (every 3-5 years).
  - h. Provide the River Keeper with a mobile phone for emergency communications.
3. River Keeper Responsibilities. The River Keeper shall:
  - a. Raise any H&S concerns without delay.
  - b. Draw on his extensive experience of river work to provide advice to the Club on issues of operational and technical safety.
  - c. Pay full regard to the risks and safety responsibilities of being a lone worker, and apply experience, common sense and judgement to all aspects of his work.

- d. Engage fully with the RAC and its HSA in all consultation and discussion of all aspects of H&S and task management, including his personal health and welfare.
- e. Participate in the creation and review of the overarching risk assessment.
- f. Conform to the agreed risk control measures.
- g. Maintain an operational hazard and risk register focused on the fixed risks attaching to his use of tools, plant, machinery and vehicles, and review it annually with the Task Coordinator at the start of the season.
- h. Carry out task related and dynamic risk assessments in accordance with the HSE recommended template; record their completion in a pocket daybook before the task is undertaken; and make the daybook available to the HAS for periodic audit.
- i. In consultation with RAC, identify all mandatory training requirements, attend approved courses for their achievement, and maintain a record of completion.
- j. Conduct routine user inspection and maintenance of vehicles, machinery, tools and equipment in accordance with manufacturers' handbooks, notify the HSA of any significant defects, and subject to financial approval from the RAC Treasurer, initiate any necessary repair or replacement.
- k. Ensure that all major items of machinery and equipment are serviced by the approved dealers in accordance with the manufacturers' schedules and maintain a record of servicing for each designated item, including the documentation of approved dealer service action, within the register described at g. above.
- l. At all times use the appropriate protective equipment for tasks, while ensuring that such equipment is effective and fit for use. He should report any defects as soon as possible and initiate replacement action.
- m. Always carry his mobile phone when at work.
- n. Implement a reliable system for notifying his whereabouts when working on the river.
- o. In accordance with Annex B to this policy:
  - (1) Maintain a register of fixtures provided by RAC such as stiles and ladders, including their location, nature and condition.
  - (2) Undertake regular inspection of those fixtures and record his observations in the register.
  - (3) React to any hazards he observes or that are reported by members and apply necessary corrective repair as soon as reasonably possible, recording both observation and action in the register.
  - (4) Make the register available to the HSA on request for monthly monitoring and audit.

### **SAFETY INSPECTION, REPORTING AND RECORDING**

1. While RAC has little if any control over the hazards presented by the countryside adjacent to its fishing leases, within the limits of practicability it has responsibilities for the safety and condition of any fixtures it provides such as stiles and ladders, and for prepared pathways. The River Keeper routinely discharges most of those responsibilities and should conduct immediate maintenance whenever he observes a defect. However, continuous surveillance is impossible, and it therefore remains incumbent on members and their guests to report any defects of safety concern by the most effective and timely means available. To prompt remedial action.
2. The River Keeper will maintain the Safety Inspection, Reporting and Recording register using the format attached at Appendix 1 (MS Word attachment). He should review the register monthly with the Task Coordinator and agree any major remedial tasks requiring additional expenditure. The register comprises a listing of all stiles, bridges and ladders, numbered downstream from the top of the Association water to the bottom boundary below Harome, matched to a number fixed to the item. This makes members' reporting of defects and the tasking of the River Keeper simpler and more accurate, and thereby more timely and effective in managing the potential hazards.