



# Health and Safety Policy

Scope:	The Queens Archers
Release date:	Jan 2024
Review date:	Jan 2025
Author:	Lee Richards
Reviewer:	Vicky Richards

## Linked documents

This policy should be read in conjunction with the:

- Risk Assessment: Archery Have-a-go

## Availability

This Policy is available to staff and prospective customers via email when requested.

# Contents

## Breadth

This policy states the organisation, arrangements and monitoring in place at The Queens Archers to ensure that all relevant health and safety regulations are met.

## Aim

The aim of this policy and our health and safety arrangements, is to ensure that:

- We are able to meet our responsibilities under the Health and Safety at Work, etc. Act 1974, and all relevant regulations enabled under this Act.
- To strive for continuous improvements in our Health and Safety arrangements at The Queens Archers

## **Policy Procedure**

### **Organisation – Roles and Responsibilities**

#### **Directors: Lee Richards , Vicky Richards**

In particular, the directors will:

- Be aware of the general requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the business.
- Ensure that staff create safe working conditions for the health, safety and welfare of other staff and other people using the facilities of The Queens Archers.
- Consult with members of staff on health and safety issues.
- Encourage staff and others to promote health and safety.
- Ensure that any defects in the premises, equipment or facilities which cause a significant risk to the health and safety of staff and others are made safe without delay.
- Encourage all employees to suggest ways and means of reducing risks and promoting health and safety.
- Ensure that accident and incident information is collated and, when necessary carry out accident and incident investigations.

#### **The Duties of All Members of Staff**

All employees have responsibilities under the Health and Safety at Work, etc. Act 1974.

Employees shall:

- Take reasonable care of their own health and safety and in addition, that of other staff or visitors or anyone else who may be affected by their acts or omissions
- Use and take good care of any equipment provided.
- Report health and safety defects to the appropriate person, ensuring that the risk cannot continue if at all possible (for example, put a piece of defective equipment out of use)

The Queens Archers expects all staff to take an active role in promoting and building a positive Health and Safety Culture.

## **Arrangements**

### **Risk Assessments**

Risk assessments for each activity will be completed and reviewed annually.

### **Manual Handling**

No employee is to be required to lift or handle anything which in doing so, they believe likely to cause them injury.

### **Working at Height**

No work is to be carried out where any person could fall from any height which could conceivably cause them harm.

### **Work Equipment**

Work equipment is defined as any apparatus or tool for use at work. The Queens Archers is required to ensure that work equipment is suitable for use, maintained and inspected to ensure that no parts which could cause danger, are able to. Users of this equipment must therefore receive suitable information, instruction, supervision and training on this equipment (as appropriate to their current knowledge, experience and skill level) from their supervisory member of staff.

### **Accidents**

It is essential that The Queens Archers is informed of all accidents and near-misses which occur during a Archers of Herstmonceux activity or event.

### **Accident, Near-Miss or Minor Injury Record Forms**

If First Aid needs to be administered following an accident there is an Accident Record book. There are also two Near-Miss or Minor Injury Record forms where incidents that could have caused personal or property damage are recorded.

A near-miss refers to a very minor injury, such as a superficial bruise, bump, burn, cut or graze. These injuries will be subjective to the reporter and person injured however and hence if in doubt please report on an Accident/Incident Record. If there is a chance that the injury might develop into a larger problem (e.g. such as an infected cut) please report on an Accident/Incident Record.

### **Fire Arrangements**

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm will be raised immediately. This should be the first action taken on discovery of any fire, however small.

All employees are empowered to take this action if they believe there is a fire and no authority should be sought from any other person. The organisation will always support employees who

operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

All staff are able and empowered to call the fire brigade should it be believed to be necessary.

The Queens Archers does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so and if the staff member concerned is confident in their ability to correctly use a fire extinguisher and to be able to extinguish the fire.

Immediate evacuation of the area must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the assembly points.

Re-entry of the venue is strictly prohibited until either:

- a. The fire brigade officer has given the all clear (if applicable) or
- b. A senior staff member has given the instruction for all to be dismissed, after consultation with the Facilities representative on site.

## **Disabled Visitors**

We ask that visitors to The Queens Archers who are disabled let us know in advance if they require any special arrangements, including for safe evacuation in the event of a fire.