

Health and Safety Policy & Arrangements



The Isle Target Sports Club

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DOCUMENT CONTROL AND REVISION

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GLOSSARY OF ACRONYMS

ITSC - Isle Target Sports Club

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1.1 PREFACE

The Isle Target Sports Club is a committee run target club based near Mepal, Cambridgeshire.

Disciplines shot at the ITSC, and other home office approved ranges:

- Full bore rifle and pistol
- Air rifle and pistol
- Clay Pigeon
- Practical
- Archery

From here on in The Isle Target Sports Club will be referred to as 'ITSC' or 'the Club'.

This document is the Health & Safety Policy and Procedures for activities carried out by, or on behalf of, ITSC. The document contains the procedures that need to be followed to ensure the continued health, safety and welfare of our members and visitors on our site, whilst continuing to comply with the legislation that governs the activities we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health & Safety Policy Statement
- The Environmental Policy Statement
- The Organisational Duties

Health & Safety Policy Statement – A general statement of the intentions of the Club Chairman in regard to health and safety. The policy statement is signed and dated by the Club Chairman, therefore, indicating that health and safety is highly regarded, and that commitment comes from the 'top'.

Environmental Policy Statement – A general statement of the intentions of the Club Chairman in regard to our environment and its protection. The policy statement is signed and dated by the Club Chairman, therefore, indicating that the environment and our impact on it is highly regarded, and that commitment comes from the 'top'.

The Organisational Duties – This section commences with a chart showing the safety structure of the club that is then followed by a list of individual responsibilities of personnel and contractors.

1.2 HEALTH & SAFETY POLICY STATEMENT

The ITSC is committed to achieving a safe and healthy environment for all members and others, who may be affected by our activities.

As a member's club, many statutory requirements do not apply. However, our aim is to comply with all applicable Health & Safety and all other relevant legislation within the statutory levels of duty. This aim is achieved through a programme of continuous improvement and positively promoting a proactive approach to accident and ill-health prevention.

The ITSC objectives will be to:

- Make health & safety an integral part of club policy by implementing a safety management system.
- Provide a place that is safe and without risk to the health, safety and welfare of all our members, and others.
- Ensure that members are competent to carry out their activities by providing planned & appropriate training to meet individual needs for their activities.
- Make available appropriate resources to implement the policy.
- Monitor the performance of activities against supporting procedures within this policy.
- Involve our members by effectively consulting & communicating with them on matters concerning their health, safety & welfare on our site.
- Bring this policy and our procedures to the attention of all members.

We will encourage positive participation and involvement from all members to promote the standards expected from the procedures contained in this policy.

Our committee members are responsible for the implementation, monitoring and adherence to our Policy and Risk Assessments.

As the Club Chairman, I accept responsibility for health and safety and will ensure that this policy and the procedures it contains are reviewed on at least an annual basis.

Signed:



Date: 6 October 2020

1.3 ENVIRONMENTAL POLICY STATEMENT

The club acknowledges that environmental matters are to be recognised as a committee responsibility, which shall be equal to that given to health and safety considerations. We recognise our responsibilities towards protecting and preserving the environment and will encourage all persons associated with our club activities to adopt a similar approach.

The club will comply with all appropriate legal requirements. In the absence of legislation, we will undertake activities in a manner consistent with current practices to meet the highest standards through the implementation of this policy and the procedures contained herein. In particular, the club will endeavour to:

- Pay close attention to the handling storage and transportation of substances or materials that may be hazardous to the environment, and actively seek to cease the use of these on our site.
- Pay particular attention to hazardous or harmful emissions such as fumes, noise and dust whilst carrying out our undertakings.
- Reduce, reuse and actively encourage members to dispose of their own waste that may be produced during their use of our facilities.
- Continually develop an environmentally aware approach within the club in order to play an important part in enhancing the natural environs of the club.
- Promote a sense of responsibility towards the environment by management, members and contractors whilst carrying out daily duties on behalf of the club.
- Seek to establish a solid relationship and co-operate fully with the relevant Statutory Undertakers and NGOs such as the Environment Agency, Local Authorities and conservation bodies.

It is the duty of the Club Chairman and committee to implement the requirements of this policy document. Every contractor is required to take all reasonably practicable steps to ensure compliance with the procedures laid out in this document.

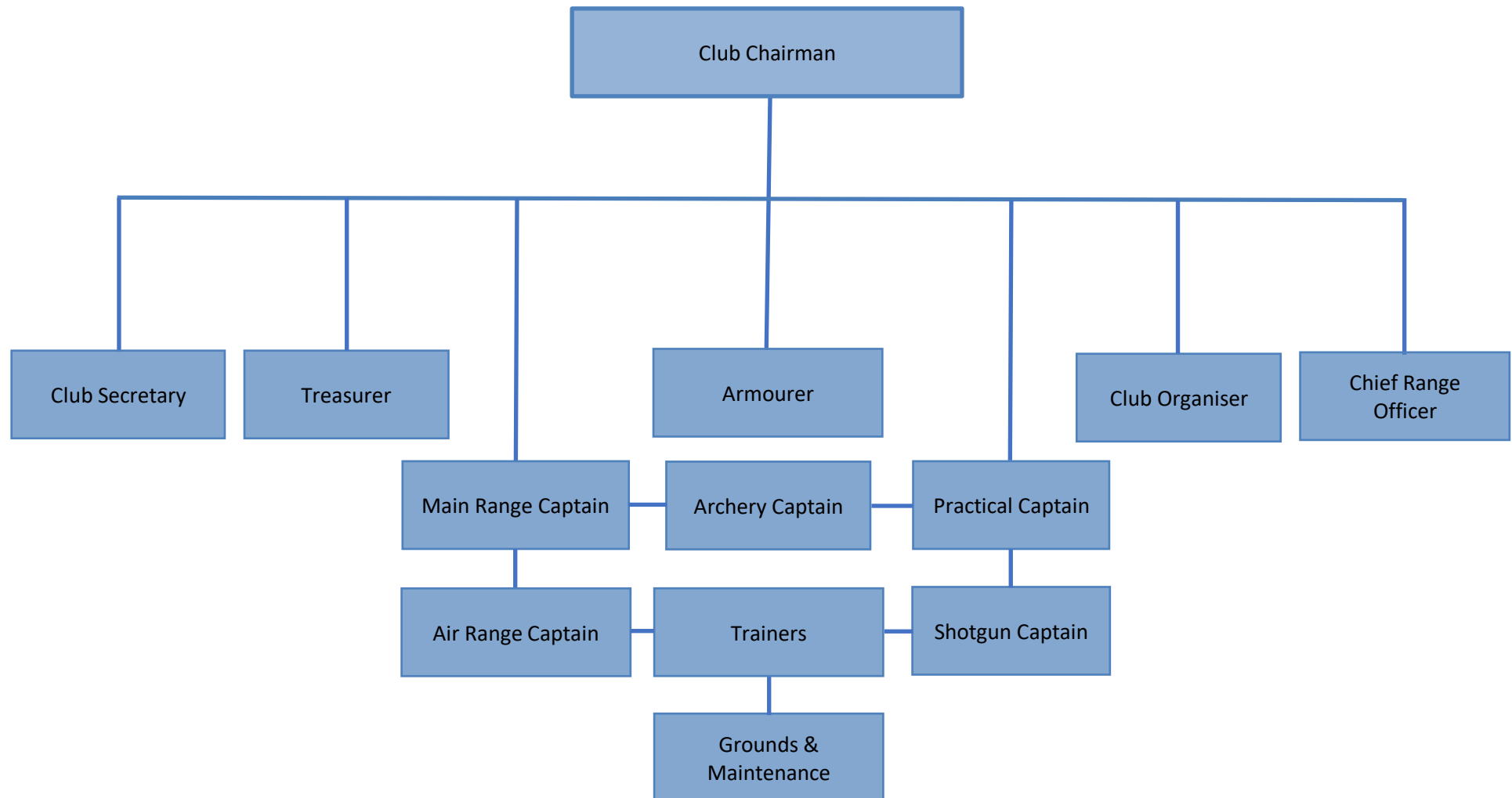
The Club Chairman has the responsibility for ensuring that this policy and the procedures it contains are regularly reviewed, at least annually.

Signed:



Date: 6 October 2020

2 ORGANISATION



2.1 DUTIES OF CLUB CHAIRMAN

The Club Chairman has overall responsibility for the health, safety, and welfare of members and others affected by the Clubs activities.

This responsibility extends to the following:

1. Prepare, and keep up to date, a Statement of the Club's Policy for Health, Safety & Welfare and ensure that it is brought to the notice of all members.
2. Initiate the Club Health & Safety Policy for the prevention of injury, ill health, damage and wastage
3. Ensure that only competent persons are appointed to carry out work on behalf of the club and ensure that they are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.
4. Monitor the club's activities to ensure that they are carried out as planned and that the requirements of the club's procedures as laid down in the Health & Safety Policy and any stipulated Safe Systems of Work are observed.
5. Ensure that adequate resources are available to meet legislative and club requirements on health, safety and welfare.

2.2 DUTIES OF ALL COMMITTEE MEMBERS

1. Initiate the Club Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents.
2. Encourage proper reporting and investigation.
3. Promote actions to preclude recurrence and initiate analysis to discover accident trends.
4. Never walk past a hazard or action that contravenes this policy without challenging it and bringing it to the attention of the individual and the committee member responsible for that area.
5. Undertake on a rotational basis, a full site inspection every three months to identify hazards, waste, health and welfare concerns, reporting on these at the quarterly full committee meeting, with key issues to be built into the Club's Master Plan of activity.

2.3 DUTIES OF ALL MEMBERS

Every member must take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions.

Be fully aware of the Club Safety Policy, its procedures and requirements

1. Observe all safety rules, requirements and notices at all times.
2. Ensure that appropriate protective equipment is used and kept in good working order.
3. Ensure that all accidents, incidents, injuries, damage, defects or dangerous occurrences are reported promptly to the relevant committee member.
4. Co-operate with the club in complying with the Health and Safety requirements set out in legislation, guidance, and within this policy.
5. Take an active role in ensuring and improving the health and safety at the ITSC.
6. It is important that you feel able to ask questions about health and safety. If in doubt, inform the committee. **DO NOT TAKE CHANCES.**