

CRIEFF ARCHERY CLUB

Health, Safety and Incident Reporting Policy

Responsible for review of policy	Chairperson of Crieff Archery Club
	Crieff Archery Club Committee

Version	Approved by:	Date of Approval	Next review Date
1	Crieff Archery Committee	Sep 2021	Nov 2023

	Contents	Page
1	Introduction	2
2	Policy Statement	2
3	Responsibilities	3
4	Incident reporting	3
5.	Communication & review	4
6.	References	4
	Archery GB Template 2: Guidelines for dealing with an incident/accident	6
	Archery GB Template 3: Incident/Accident Reporting Form	7
	Appendix 1: Archery GB – Incidents that may give rise to a claim and are serious	9

Author & Document Name	Page	Review Date
J Clark/ Health, Safety and Incident Reporting Policy Version 1	pg. 1	Nov 2023

1. Introduction

This policy has been produced by Crieff Archery Club to outline the clubs health & safety policy statement and provide information in relation to the incident reporting process. Crieff Archery Club operates within Archery GB and Scottish Archery Association rules and relevant policies and procedures.

Crieff Archery Club is run by volunteers and has no employees. For the purposes of health and safety law, volunteers cannot be regarded as employees therefore the Health and Safety at Work etc. Act 1974 does not apply, other than a duty to not misuse or interfere with items provided for health and safety reasons.

A duty under Common (Civil) Law however does apply. Under common law, voluntary organisations (inc. sports clubs) and individual volunteers, have a duty of care to each other and others who may be affected by their activities.

Archery GB Shooting Administration Procedure 1 provides information in relation to the incident recording and reporting process.

This document therefore, summarises Crieff Archery Clubs actions to ensure compliance with the Common Law duty of care principle, Archery GB requirements and takes into account requirements under the General Data Protection Regulation (GDPR).

2. Policy Statement

Crieff Archery Club will ensure that health and safety are maintained within the club and encourage all those involved with the club, including visiting archers and spectators, to support us to ensure we continue to provide a safe environment for the practice of archery.

We will:

- Undertake annual recorded risk assessments of both indoor and outdoor archery ranges and archery practice.
- Ensure a safe environment by actioning any measures identified by the risk assessments
- Ensure that all members are given the appropriate level of archery safety competence by running appropriate beginner's courses, and are coached / supervised during archery sessions.
- Ensure that normal operating and emergency arrangements are in place and known by all members.
- Provide access to first aid facilities.
- Ensure that all members are aware they must report any injuries or accidents sustained during any club activity or whilst on the club premises.
- Ensure that the implementation of this policy is reviewed annually and monitored for effectiveness.

Author & Document Name	Page	Review Date
J Clark/ Health, Safety and Incident Reporting Policy Version 1	pg. 2	May 2019

3. Responsibilities

Crieff Archery Club committee members, coaches and Field Captain/Rangemaster are ultimately responsible for ensuring that as far that is reasonably practicable, a safe environment exists for the practice of archery and that activities are conducted in such a manner as to minimise the risk to health and safety.

Members and Visitors Responsibilities

- All members and visitors have an obligation to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions
- To cooperate with the Club on all health and safety issues
- To Correctly use all equipment provided by the club
- Not interfere with or misuse anything provided for their health, safety or welfare.

4. Incident Reporting

INCIDENT RECORDING GUIDELINES

The following requirements are summarised from Archery GB Shooting Administration Procedure (SAP) 1.

1. A designated person is appointed to record any reportable accident. With regards to Crieff Archery Club, this duty is devolved to any senior experienced adult archer. Archery GB templates 2&3 offers guidance for anyone who is notified of an accident.
2. Records must be kept for at least 6 years and significantly longer where the incident involves a minor as they have up to the age of 18 plus 3 years to make a claim.
3. Names and addresses of any possible witnesses must be recorded.
4. A data protection compliant accident book must be used. With regards to Crieff Archery Club, we will use Archery GB template 3 Incident/Accident Report Form.
5. It is important that all incidents that may give rise to a claim are reported to the Archery GB Insurance Officer with initial details so that these can be passed to the insurance agents as quickly as possible. This will enable insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind. This will also ensure that Crieff Archery Club is complying fully with the insurance policy terms and conditions. Incidents and injuries that should be reported are attached as Appendix 1.
6. The SAP reminds us that in **NO** circumstances should you admit liability or agree to pay for any damage caused as this may prejudice the position of insurers and **COULD** result in the withdrawal of any indemnity. Any payments you make to third parties will not necessarily be reimbursed.

Author & Document Name	Page	Review Date
J Clark/ Health, Safety and Incident Reporting Policy Version 1	pg. 3	May 2019

Data Protection

In order to ensure that Crieff Archery Club complies with the requirements of the General Data Protection Regulations, and in line with Health and Safety Executive guidance, the Incident Folder must only hold blank copies of forms. Completed entries in the Incident Folder contain sensitive personal information in terms of the General Data Protection Regulations, therefore in order to ensure compliance, all personal details must be kept confidential.

It is the responsibility of the Field Captain/Rangemaster to ensure that any completed forms are kept secure and handed to the club secretary for secure filing. This will ensure compliance with the General Data Protection Regulations.

Incident Reporting in Practice

Should an incident occur, then:

- An incident form must be completed. These are held in the Incident Folder at The club container at the Crieff and Strathearn Rugby Club playing fields at Braidhaugh Park and the club locker at Strathearn Community Campus
- The completed incident form must be passed to the Field Captain/Rangemaster for review and any immediate actions required
- Field Captain/Rangemaster will then ensure the completed form is passed to Club Secretary for secure storage.


5. Communication & Review

This policy will be held on the Crieff Archery Club website and its update communicated to members via facebook and email communications. This policy will remain current until superseded.

This policy will be updated annually or prior to this should circumstances, guidance or any enactment of law change.

6. References

- Health and Safety at Work etc. Act 1974
- Common Law (Duty of care as set by *Donoghue v Stevenson 1932*)
- Archery GB www.archerygb.org
- Archery GB Shooting Administration Procedure
- General Data Protection Regulations

Author & Document Name	Page	Review Date
 J Clark/ Health, Safety and Incident Reporting Policy Version 1	pg. 4	May 2019



TEMPLATE 2: GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

CRIEFF ARCHERY CLUB

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider if one in place, who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer/next of kin.
- Complete an incident/accident report form.

Author & Document Name	Page	Review Date
J Clark/ Health, Safety and Incident Reporting Policy Version 1	pg. 5	May 2019

TEMPLATE 3: INCIDENT / ACCIDENT REPORT FORM

CRIEFF ARCHERY CLUB

Name of person in charge of session/competition:

Site where incident / accident took place:

Date of incident / accident:

Time of incident/accident:

Name of injured person and status (eg. club member, spectator etc.)

Address of injured person:

Nature of incident / accident and extent of injury:

Give details of how and precisely where the incident / accident took place. Describe what activity was taking place, eg training , getting changed, etc.

Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):

Were any of the following contacted:

Police:	Yes	No	Ambulance:	Yes	No
Parent/carer:	Yes	No			

What happened to the injured person following the incident / accident? (e.g. went home, went to hospital, carried on with session)

Names & contact details of any witnesses:

All of the above facts are a true and accurate record of the incident / accident.

SIGNED:

DATE:

In the event of accident occurring through insufficient training or faulty equipment / facilities follow up action to include completion of Risk assessment form (Template 8)

This information is confidential and must be filed securely.

It is the responsibility of the Field Captain/Rangemaster to ensure that any completed forms are kept secure and handed to the club secretary for secure filing. This will ensure compliance with the General Data Protection Regulations.

Where incidents are serious, please refer to Appendix 1 of the Health, Safety and Incident Reporting Policy for guidance on what to report and who to.

3 of 2 pages

Author & Document Name	Page	Review Date
J Clark/ Health, Safety and Incident Reporting Policy Version 1	pg. 7	May 2019

Archery GB – Incidents that may give rise to a claim and are serious

It is important that all incidents that may give rise to a claim are reported to the Archery GB Insurance Officer with initial details in order that these can be passed to the insurance agents as quickly as possible. This will enable insurers to carry out investigations at an early stage whilst information relating to the potential claim remains fresh in the mind.

Incidents that should be reported include:

- a fatal accident.
- any allegations of libel / slander.
- an injury involving either referral to or actual hospital treatment.
- any allegations of Professional Negligence i.e. arising out of tuition, coaching or advice given.
- any investigation under any child protection legislation.
- any circumstance involving damage to third party property.

Injuries that should be reported include:

- any head injury that requires medical treatment (Doctor or Hospital).
- any fracture other than to fingers, thumbs or toes.
- any amputation, dislocation of the shoulder, hip, knee or spine.
- loss of sight (whether temporary or permanent).
- any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours.
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Additionally you are also required to comply with the amendments to the Ministry of Justice procedures which came into effect on 31st July 2013. These require disclosure of insurance details within 24 hours of contact by Third Party solicitors following an injury where you may be liable. Failure to comply with the revised procedures will result in a sharp increase in costs.

Author & Document Name	Page	Review Date
J Clark/ Health, Safety and Incident Reporting Policy Version 1	pg. 8	May 2019

Please note the above list is not exhaustive and if you are unsure as to whether an incident should be reported, then please do not hesitate to contact the Archery GB Insurance Officer on the usual number for guidance.

Reporting Incidents to Health & Safety Executive

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

If an injury or incident is serious enough to report to Archery GB and the insurer, then it is likely to be serious enough that it has a legislative requirement to report under RIDDOR. Further information regarding RIDDOR reporting is available on the HSE website www.hse.gov.uk.

For Info:

With regards to RIDDOR reporting, if an accident / injury arises because of the everyday operation of the Club, the accident and resulting injury would not be reportable. Examples of reportable incidents include where: the condition of the premises or sports equipment was a factor in the incident, e.g. where a club member slips and fractures an arm because the sports hall floor had been polished and it was left too slippery for the archers to walk on; or, there was inadequate supervision to prevent an incident; or failings in the organisation and management of an event or competition.

Author & Document Name	Page	Review Date
J Clark/ Health, Safety and Incident Reporting Policy Version 1	pg. 9	May 2019

