



## Safety Management System

### Introduction

The Broads Angling Services Group CIC (henceforth 'BASG') will comply with the Management of Health & Safety at Work Regulations 1999 and will ensure the suitable and sufficient assessment of:

- the risks to health and safety of its agents to which they are exposed whilst on the BASG's business; and
- the risk to the health and safety of BASG members and persons not acting on the BASG's behalf arising out of, or in connection with its undertakings\*.

*\* this will include sub-contractors, volunteers, visiting anglers, members of the public, emergency services etc. and any other who may be affected by aspects of the BASG's undertakings.*

The BASG's aim is to ensure that arrangements are in place to ensure a systematic approach to the assessment and control of risks. This will be achieved by:

- Communication of sound generic health and safety advice where appropriate
- Where specific safety aspects need to be considered, by risk assessment.

The risk assessment procedure provides a practical approach that is cost-effective and will assist in the BASG fulfilling its health and safety responsibilities. Assessments will enable the BASG to plan, introduce and monitor measures where necessary to ensure compliance with health and safety legislation, to implement best practice and to ensure that particular risks are eliminated altogether, or as a minimum adequately controlled.

Assessments will be reviewed when there is reason to suspect that they are no longer valid or where there has been a significant change in the matter to which they relate.

Where an assessment identifies the need for preventative and/or protective measures, these shall be implemented using the following hierarchy:

### Methods of Risk Assessment

The BASG requires the assessments to be 'sufficient and suitable'.

For task based assessments a numerical two factor Hazard Rating Number system will be employed.

For Location based assessments a two factor Hazard Rating Number will be employed. Formally nominated people within the BASG Committee will undertake risk Assessment review.



## Task based Assessments:

There are three steps in carrying out these Risk Assessments.

**Identify the hazard from the Tasks-** these may fall into a number of categories, ranging from Overhead Power cables, Brush Cutting, Slash Hooks to steep banks, carrying heavy materials and potential hazards from working on or around water. Some tasks may already have mitigation measures to reduce their impact, like wearing a life jacket or safety kit. These measures should become the adopted generic policies of BASG when defined within specific task assessments and will be listed in appendix 1 of this document.

**Assess the likelihood or probability of the incident occurring-** e.g.: cleaning second storey windows while clinging to a ladder would carry a far higher probability of an accident occurring than if the window cleaner was working on a full, correct scaffold, or had a full safety harness with a fall-arrest system attached.

**Assess the severity of the harm, which the hazard could present -** i.e. a fall on the level might result in cuts and bruises. While a fall from 2m could result in major if not fatal injuries. In the numerical method, this is called the Most Probable Loss.

The Risk Assessment is a result of these two basic factors being multiplied together.

**The higher the resulting number the higher the resulting risk.**

The numerical values, which have been assigned to the various Risk Factors, are tabled below:

### Probability Factor

| <i>Task Value</i> | <i>Probability of event occurring</i>                  |
|-------------------|--|
| 0                 | Impossible   |
| 1                 | Unlikely - Remote possibility                          |
| 2                 | Possible - Could happen occasionally                   |
| 5                 | Even Chance  |
| 8                 | Probable - Not surprising has occurred before          |
| 10                | Likely - occurs frequently could be expected to happen |
| 15                | Certain  |

### Most Probable Loss

| <i>MPL Number</i> | <i>Level of Injury</i>                              |
|-------------------|---|
| 0.1               | Scratch or bruise. or equivalent                    |
| 0.5               | Laceration/mild ill health effect                   |
| 1.0               | Break - minor bone or minor illness (temporary)     |
| 2.0               | Break - major bone or minor illness (permanent)     |
| 4.0               | Loss of 1 limb/eye or serious illness (temporary)   |
| 8.0               | Loss of 2 limbs/eyes or serious illness (permanent) |



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|      |                |
|------|----------------|
| 15.0 | Fatal Accident |
|------|----------------|

Once the Hazard Rating Number has been calculated, the following action levels will be followed.

|  | Scratch or bruise. or equivalent | Laceration/mild ill health effect | Break - minor bone or minor illness (temporary) | Break - major bone or minor illness (permanent) | Loss of 1 limb/eye or serious illness (temporary) | Loss of 2 limbs/eyes or serious illness (permanent) | Fatal Accident |
|--|----------------------------------|-----------------------------------|---|---|---|---|----------------|
| Impossible   | 0                                | 0                                 | 0   | 0   | 0   | 0   | 0              |
| Unlikely - Remote possibility                          | 0.1                              | 0.5                               | 1   | 2   | 4   | 8   | 15             |
| Possible - Could happen occasionally                   | 0.2                              | 1                                 | 2   | 4   | 8   | 16  | 30             |
| Even Chance  | 0.5                              | 2.5                               | 5   | 10  | 20  | 40  | 75             |
| Probable - Not surprising has occurred before          | 0.8                              | 4                                 | 8   | 16  | 32  | 64  | 120            |
| Likely - occurs frequently could be expected to happen | 1                                | 5                                 | 10  | 20  | 40  | 80  | 150            |
| Certain  | 1.5                              | 7.5                               | 15  | 30  | 60  | 120   | 225            |

|           |             |          |
|-----------|-------------|----------|
| High risk | Medium risk | Low risk |
|-----------|-------------|----------|

## Action Levels

| Value     | Risk Level       | Action                 | Standard - Action            |
|-----------|------------------|------------------------|------------------------------|
| 1 to 5    | Very low risk    | No immediate action.   | Review after 1 year          |
| 6 to 7    | Low risk         | Action within 3 months | Review after 9 months        |
| 8 to 15   | Significant risk | Action within 1 month  | Review after 6 months        |
| 16 - 30   | High risk        | Action within 1 week   | Review after 3 months        |
| 31 to 50  | Very High risk   | Action within 1 day    | Not acceptable as a standard |
| 51 to 100 | Extreme risk     | Immediate action       | Not acceptable as a standard |
| Over 100  | Unacceptable     | Stop the activity      | Not acceptable as a standard |

## Location based Assessments

Locations may present hazards to people by their design or by poor maintenance. Each location should be inspected and any hazards noted i.e. Overhead Power lines, Manmade Platforms or Under-mined banks. A risk assessment will be performed based on a set of identified hazards. Other unidentified hazards will be rated against a probable impact value.

The potential level of risk will be based on the location ease of access and angling value. Multiplying the Hazard will then produce the numerical scale by Risk to produce a Hazard rating:



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| <i>Hazard Value</i> | <i>Hazard</i>   |
|---------------------|---|
| 10                  | Identified Hazard - Broken Platform                             |
| 10                  | Identified Hazard - Undermined Bank                             |
| 8                   | Identified Hazard - Missing Warning Signs around Power Lines    |
| 5                   | Identified Hazard - Broken Stile                                |
| 5                   | Identified Hazard - Steep Banks along with deep water           |
| 3                   | Identified Hazard - Boat wash and capsize                       |
| 2                   | Identified Hazard - Water born disease                          |
| 0                   | Hazard - Impossible   |
| 1                   | Hazard - Unlikely - Remote possibility                          |
| 2                   | Hazard - Possible - Could happen occasionally                   |
| 5                   | Hazard - Even Chance  |
| 8                   | Hazard - Probable - Not surprising has occurred before          |
| 10                  | Hazard - Likely - occurs frequently could be expected to happen |
| 15                  | Hazard - Certain  |

## Identified Risks

| <i>Risk Value</i> | <i>Location Assessment</i>             |
|-------------------|--|
| 50                | Lake Complex                           |
| 50                | Around Bridges with easy access        |
| 30                | Within 250 metres of easy access       |
| 30                | Broads areas with no speed restriction |
| 15                | Broads areas with speed restriction    |
| 15                | Between 250 - 1000 metres easy access  |
| 5                 | Over 1000 metres of easy access        |
| 1                 | No easy public access                  |

The Hazard Rating Number = Hazard Value x Identified Risk

## Hazard Rating

| Value | 15  | 13  | 11  | 9   | 7   | 5   | 3   | 1  |
|-------|-----|-----|-----|-----|-----|-----|-----|----|
| 50    | 750 | 650 | 550 | 450 | 350 | 250 | 150 | 50 |
| 45    | 675 | 585 | 495 | 405 | 315 | 225 | 135 | 45 |
| 40    | 600 | 520 | 440 | 360 | 280 | 200 | 120 | 40 |
| 35    | 525 | 455 | 385 | 315 | 245 | 175 | 105 | 35 |
| 30    | 450 | 390 | 330 | 270 | 210 | 150 | 90  | 30 |
| 25    | 375 | 325 | 275 | 225 | 175 | 125 | 75  | 25 |
| 20    | 300 | 260 | 220 | 180 | 140 | 100 | 60  | 20 |
| 15    | 225 | 195 | 165 | 135 | 105 | 75  | 45  | 15 |
| 10    | 150 | 130 | 110 | 90  | 70  | 50  | 30  | 10 |
| 8     | 120 | 104 | 88  | 72  | 56  | 40  | 24  | 8  |
| 5     | 75  | 65  | 55  | 45  | 35  | 25  | 15  | 5  |
| 2     | 30  | 26  | 22  | 18  | 14  | 10  | 6   | 2  |
| 1     | 15  | 13  | 11  | 9   | 7   | 5   | 3   | 1  |

|           |             |          |
|-----------|-------------|----------|
| High risk | Medium risk | Low risk |
|-----------|-------------|----------|



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## General Requirements

The basis of BASG's location assessment process will be in the form of routine inspection of its assets, the known and identified Hazards listed against the level of risk. The higher the risk the greater the inspection rate and management of the risk.

BASG will manage or remove and mitigate any Risk with a Hazard Rating over the value of 50.

Risks with a Hazard Rating of between 0 - 49 (Low) will be reviewed annually

Risks with a Hazard Rating of 50 - 149 (Medium) will be actioned within six months.

Risks with a Hazard Rating of 150 - 699 (High) will be actioned with one month

Risks with a Hazard Rating of greater than 700 (Extreme) will be removed with one week.

Appendix A contains the BASG Risk tracking form.

BASG will also maintain an Asset register.

## History

|               |            |                                  |
|---------------|------------|----------------------------------|
| Issue Draft 1 | 31/07/2018 | Copied from previous club papers |
|               |            |                                  |
|               |            |                                  |
|               |            |                                  |





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## Hazard Tracking and Management Form

|                       |  |
|-----------------------|--|
| Defined Hazard Rating |  |
|-----------------------|--|

|                 |
|-----------------|
| Exact Location: |
|-----------------|

(Extreme > 700) (High 500 - 699) (Medium 150 - 499)

(Target Removal of Hazard)

|                                |      |
|--------------------------------|------|
| Assessment Carried out by Name | Date |
|--------------------------------|------|

|                          |                    |
|--------------------------|--------------------|
| Extreme Hazard - 7 Days  | Target Repair Date |
| High Hazard - 31 Days    |                    |
| Medium Hazard - 6 Months |                    |

(Please state the Hazard and potential level of risk)

|                   |
|-------------------|
| Hazard Identified |
|-------------------|

|   |
|---|
| What Safety systems exist to control the risk |
|---|

|   |                                       |
|---|---------------------------------------|
| Are these arrangements adequate Answer Yes / No | If No What further action is required |
|---|---------------------------------------|

|                                    |
|------------------------------------|
| Has further action being completed |
|------------------------------------|

|              |           |      |
|--------------|-----------|------|
| BASG Signoff | Signature | Date |
|--------------|-----------|------|

## Appendix 1 - Task Based Risk Assessment *Generic Mitigation Measures and Policy*

Tasks involved with boats in or on water.

A suitability approved life jacket should be worn at all times.

Tasks involved working from boats in open water.

Each boat should be doubled crewed