



Brynmill and District Angling Club

NORMAL OPERATING PROCEDURES

Detailed below are Brynmill and District Angling Clubs Standard Operating Procedures. The Procedure sets out how all the various common functions of the club are carried out, and refer to other Standard Documents that relate to these individual functions.

1. Risk Assessment

The Club will carry out an annual risk assessment on all waters under its control, which will cover all activities undertaken by its members, and will consider the effects the use of the waters have on its members, members of the public, and the environment in general.

The risk assessment will identify potential hazards which could reasonably be expected to result in significant harm, and identify who might be harmed. The risk assessment will consider existing controls and the risk of significant harm low / unlikely, medium / possible or high / probable. Where the risk is identified as medium or high, identify the action required. If the risk is low, further precautions are optional and the activity may proceed. Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds. If the risk is high, the risk should be significantly reduced before commencement of the activity.

Please refer to Clubs current Risk Assessment for detailed information.

2. Bailiffs

Authorised Bailiffs will patrol the waters controlled by the club on a daily basis, and will check angler's permits and compliance with club rules, and sell day/weekly tickets to non-club members as required. Authorised Bailiffs have to operate and comply with the Bailiffs Code of Practice.

All Brynmill and District Angling Clubs Official Bailiffs have had Enhanced Disclosure & Barring Services Certificates issued and these have been independently third party verified by Angling Cymru.

Please refer to the Clubs Bailiffs Code of Practice.

3. Injury and incident reporting

Any accidents and incidents have to be dealt with by Authorised Club Bailiffs and the Club will ensure that the Clubs Official Bailiffs have access to a First Aid Kit. Any accident or incident that occurs must be reported to the clubs committee and the bailiff attending must complete an accident report form, and the committee will make a detailed record in the accident book of the accident/dangerous occurrence and decide if the HSE should be informed.

All incidents which require police involvement (i.e. theft, assault) must be recorded in writing by completing an accident report form. The Club will keep accident and incident records for a period of 3 years.

Please refer to the Clubs First Aid Policy and an Accident Report Form.

4. Emergencies

In the event of an emergency situation, anglers are advised to contact one of the Club Bailiffs or one the relevant emergency services.

In the event of a theft an incident form must be completed by an authorized Bailiff to record the name, address and telephone number of the person whom the theft has occurred against. The person should be asked if they wish the theft to be reported to the police.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed that this is the course of action being taken.

If an actual or alleged assault incident take place the senior club official available should be informed or summoned if available.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).

Where injury has been sustained, first aid should be provided and if necessary the ambulance and police service should be called. An incident report form should be completed.

Please refer to the The Clubs Emergency Action Plan.

5. Child Protection

Brynmill & District AC (BDAC) is committed to safeguarding the welfare of all children and young people in its care. Those using our facilities are assured that BDAC officials and its Federation of Welsh Anglers (FWA) registered coaches will ensure that all reasonable steps will be taken to promote safe practices to protect children from harm, abuse and exploitation.

We will:

- a. Ensure that all authorized bailiffs & registered coaches are vetted by the DBS and that all volunteers are aware of our Child Protection procedures.
- b. Take reasonable steps to prevent unsuitable people from working with children who are disqualified from doing so.
- c. Promote the rights of a child to be listened to and to be taken seriously so that a child is able to express their views, thoughts and concerns.

- d. Ensure that all coaches, volunteers and helpers are aware of and adhere to the FWA Code of Conduct and child protection policies and procedures.
- e. Ensure that all coaches, volunteers and helpers understand the need to report child protection concerns about a child or coaches, volunteers or helpers conduct towards a child.
- f. Ensure that all coaches, volunteers and helpers understand their responsibility to refer any child protection concerns to the designated Club Child Protection Officer in line with FWA child protection procedures.
- g. Ensure that all coaches, volunteers and helpers are provided with support and the opportunity to develop their skills and knowledge in relation to child protection issues.

Please refer to the Angling Cymru Safeguarding Policy, Code of Conduct, Parental consent Form and the Disclosure Information Policy.

6. Drug/alcohol abuse

All persons found to be under the influence of drugs and/ or alcohol shall be escorted off the waters by the most senior club official available. It is important that club members or staff do not unduly place themselves at risk when dealing with disruptive or threatening behavior relating from drug or alcohol abuse: in all such cases the police service should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a first aider. An incident form should be completed.

In such cases discarded items such as drug packaging should be brought to the attention of the ambulance service; this information may be vital to the emergency services to enable them to provide the appropriate care and treatment.

7. Club Constitution

The Club holds an Annual General Meeting once a year to elect officers, present financial accounts and make decisions regarding the following year's activities, which include platform work and development, work parties, stocking, events, and any other business that needs discussion. The Clubs operating model is defined in the Clubs Constitution, and in the Club Rules.