

The Fly Dressers' Guild

Risk Assessment

Subject of Risk Assessment Reference of document	Branch meetings and other meetings to which the public at large do not have access <i>Add title of meeting here</i> <i>Add venue of meeting here</i> <i>Add dates of show here</i>
Author / Owner	<i>Add name of author here</i>
Date of Assessment	<i>Add date here</i>



Please amend this document to fit your event
Paragraphs in RED must remain in the document

This risk assessment must be shown to all persons involved in the organisation of the event (Guild participants) and this needs to be recorded.

This risk assessment must be reviewed regularly (not longer than two years) if the particular activity has not been undertaken within the previous 12 months. Otherwise, it must be reviewed annually.

In either event, it must be reviewed after an accident or incident has occurred.

Introduction

All activities, whether in the home, workplace or in leisure have an element of risk attached. However, in most circumstances, the risks are easily controlled, or are of a trivial nature so that harm to individuals is negligible. But in circumstances where the risk is higher and there is a greater potential for harm, then an assessment of those risks and identification of hazards must be carried out, so that sufficient controls are in place.

Most accidents are caused by people (90%), who act in an unsafe manner (without due consideration for their own and other's safety) and only 10% are by unsafe conditions. However, in an unfamiliar location, the likelihood of an accident occurring may be increased. Most accidents can be prevented by common sense and not putting oneself in an unsafe position, or using unsafe equipment.

Under the Health and Safety at Work etc. Act 1974 (HASAWA) and the Management of Health and Safety at Work Regulations 1999, it is incumbent upon the employer to ensure the welfare of his employees, so far as is reasonably practicable, and that an assessment of the risks in the workplace be carried out (respectively). It is this 'duty of care' that the employer is responsible for and includes all participants, spectators, instructors/trainers, and members of the public.

The venue of a Guild event may not, in the true definition, be considered a "workplace", nor will there be an "employer", but it is good practice that a risk assessment is available, not least to which it will reflect well on the Guild in the event of an accident, or incident. It may also be a requirement of the Event Organiser, or the Facility Management that such a document is available. In any event it is a requirement of the Guild's insurance that such an assessment be carried out.

The Risk Assessment does not have to be perfect, but it must be suitable and sufficient. Consideration must be given to the hazards that individuals are likely to be exposed to and to the likelihood of harm occurring to those persons. The higher risk activities will attract the most controls and must be reduced to an acceptable level, otherwise that activity must not be attempted.

There are five steps to Risk Assessment, as suggested by the Health and Safety Executive (HSE):

- Identify the hazard (the thing that will cause harm)
- Decide who may be harmed and how
- Evaluate the risks and decide on precautions (controls)
- Record the findings and implement them
- Review the assessment and revise as necessary

In the event of a serious accident or incident that affects members of the public (this includes Guild members), then the HSE is the Regulatory authority that will investigate the event.

Activity:

Involvement in Shows and demonstrations

The Guild and local Branches are often involved in country shows (e.g. Game Fair, BFFI, local craft shows) that are organised by a central body or organisation. Activities may include demonstrating the art of fly dressing, encouraging visitors to have a go at fly-tying, fly-casting and general interaction with Guild members and the public. The activities may also involve the setting up and breaking down of the stand and its interior elements at the venue.

Some of the hazards are outside the jurisdiction of the participants (e.g. control of contractors) and the appropriate controls in place are the responsibility of the venue/ event organisers. However, if the contractors are carrying out activities for the Guild, then the Guild is responsible for ensuring that clear instruction is provided and a safe working procedure is adopted by that contractor.

The Fly Dressers' Guild provides public liability insurance cover for its members who organise Guild events (and branch events, in the case of branches that have confirmed they wish to be included in the Guild insurance cover for that year)

A copy of the current insurance certificate can be found on the Guild website

www.flydressersguild.org

***This assessment should be used to form the basis for a daily pre show briefing.
A copy will be available at all times on the Guild stand or in the
possession of the event organiser.***

***Any or all of the sections below may apply to the particular event you are
running. Cut and paste into your document as appropriate***

***This document is not exhaustive and there may be other risks that are not
included in this template***

Hazard	Who might be harmed and how?	Present Controls	Further action required to control the risk?
<p><i>Setting up of Stands, Media equipment and tying tables</i></p> <p><i>Manual Handling</i></p>	<p>FDG staff and helpers</p> <p>Trips and falls,</p> <p>Lifting and straining</p> <p>Working at height - falls</p>	<p>Ensure all staff are aware of their roles. Follow instructions and use the correct tools ladders etc.</p> <p>H&SE rules for working at height should be followed.</p> <p>Consider use of protective clothing</p> <p>Care should be taken while lifting any equipment and setting up/ breaking down the stand.</p>	<p>On-going assessment by event organiser</p> <p>Consider use of outside contractors</p> <p>Event organiser will ensure sufficient staff present for any such activity.</p>

Hazard	Who might be harmed and how?	Present Controls	Further action required to control the risk?
General Hazards	FDG staff and visitors Trips and falls	<p>Before the meeting begins, ensure that there are no trip hazards and that all equipment is properly and securely erected.</p> <p>Ensure all FDG equipment and signage is placed safely and with regard to through traffic.</p> <p>All walkways to be kept free of clutter.</p> <p>Attendees equipment and personal belongings must be stored safely</p> <p>Fire Exits must be unobstructed</p> <p>All cables must be covered appropriate covers or securely taped in place along their length</p>	On-going assessment by stand manager and FDG staff

Hazard	Who might be harmed and how?	Present Controls	Further action required to control the risk?
<i>Hooks and fly tying materials</i>	FDG staff and visitors Future users of a venue	Please avoid dropping fly tying waste onto the floor, particularly hooks and sharps Ensure clear up takes place after event	Event organiser to provide waste bins/ bags for each tier.
<i>Child/ vulnerable persons protection issues</i>	Children, youths and other vulnerable persons taking part in fly-tying Exposure to sharps, potentially hazardous liquids such as varnish and UV gels. Close proximity to the instructors/helpers and some degree of slight physical contact may be unavoidable.	The Fly Dressers Guild “Children Youth and Vulnerable Adults policy and procedures” will be followed at all times. <u>All FDG staff must read this document.</u> (Copy attached to this document)	Whoever is event organiser on the premises at any given time will be deemed to be the Safeguarding officer. Safeguarding officer to ensure compliance with the C,Y&VA policy and procedures at all times. A copy of the Child, Youth and Vulnerable Adult policy and procedures will be available at the event

Hazard	Who might be harmed and how?	Present Controls	Further action required to control the risk?
<i>Alcohol</i>	FDG staff and visitors.	<p>On premises where alcohol is served FDG staff must be aware of potential problems through over consumption of alcohol</p> <p>Try to get person(s) to leave the stand.</p> <p>Avoid confrontation.</p> <p>Contact venue security if necessary.</p> <p>In the event of aggressive behaviour FDG staff should lead other visitors away and venue security and/or the Police called</p>	Event Organiser to take charge and deal with any such incident
<i>Aggression and anti-social behaviour</i>	FDG staff and visitors	<p>Avoid confrontation.</p> <p>Try to get person(s) to leave the stand. If unsuccessful ask other visitors to leave</p> <p>Contact event security if necessary.</p>	Stand manager to supervise any such incident

Hazard	Who might be harmed and how?	Present Controls	Further action required to control the risk?
<i>Illness and ill health</i>	FDG staff and visitors	<p>There may be a first aid presence and or equipment at the venue, the location of which should be made known in any pre-event briefing.</p> <p>Good practice is to hold a small first aid kit</p> <p>Identify anyone who is first aid trained.</p>	Event organiser to assess and call for first aid assistance or Ambulance service as appropriate
<i>Any other event</i>			In case of any other risk being identified, the Event organiser must be informed. Any steps taken to reduce the risk must be recorded on this form.



The Fly Dressers' Guild
Child, Youth and Vulnerable Adults Policy
24th May 2014

Statement of intent

The Fly Dressers' Guild acknowledges the duty of care to safeguard and promote the welfare of children, young people and other vulnerable persons.

The Fly Dressers' Guild is committed to ensuring that safeguarding practices reflect statutory responsibilities, government guidance and complies with best practice.

This policy recognises that the interests of children, young persons and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children, young persons and other vulnerable persons:-

Have a positive and enjoyable experience of fly-tying or fly-fishing with The Fly Dressers' Guild in a safe environment and

are protected from abuse while participating in fly-tying or fly-fishing, or outside of these activities.

The Fly Dressers' Guild acknowledges that some children, young persons and vulnerable adults including the disabled or those from ethnic communities, can be particularly vulnerable to abuse. We accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy The Fly Dressers' Guild will:-

Promote and prioritise the safety and wellbeing of children, young persons and vulnerable adults

Ensure that all members of the Fly dressers Guild and external volunteers engaged in any event organised by the Fly Dressers Guild understand their roles and responsibilities in respect of safeguarding

Ensure appropriate action is taken in the event of incidents and/or concerns of abuse and that appropriate support is provided to any individual who raises or discloses their concerns

Ensure that confidential detailed and accurate records are kept on all safeguarding concerns

Prevent the employment of unsuitable individuals

Ensure robust safeguarding arrangements and procedures are in place.

This policy and procedures will be circulated to all branches of The Fly Dressers' Guild and displayed on the Fly dressers Guild website.

It is mandatory for anyone involved in or with The Fly Dressers Guild.

Failure to comply will be dealt with without delay by the Executive Committee of the fly Dressers Guild and could result in expulsion from the organisation.

This policy will be reviewed 1 year from the date of publication and thereafter at least every three years or earlier if there should be any change of legislation and or government guidance, or as a result of a significant change or event.

Note:- References to The Fly Dressers' Guild include any associated branches and individual members operating under The Fly Dressers guild banner.

Enquiries regarding this Policy should be addresses to the General Secretary of The Fly Dressers Guild

secretary@flydressersguild.org

Author:-Chris Reeves

Child, Young Persons and Vulnerable Adults Protection Policy and Procedures

At all events where Children, Young Persons and or Vulnerable Adults may be present the Fly Dressers Guild must appoint a responsible person to act as safeguarding officer. This will normally be the event organiser

In any event where Children, Young Persons and or Vulnerable Adults are engaging with members of the Fly Dressers Guild a full risk assessment must be completed before the event and brought to the attention of all those taking part.

Children under the age of 10 may not take part in activities without the presence of and express permission from a parent or guardian.

Whenever possible a parent guardian or appropriate adult should be present with any child under the age of 16 or any vulnerable adult. If the parent of a child over 10 and under the age of 16 is happy for their child to attend events such as club meetings alone they should so consent in writing. In such circumstances the safeguarding officer will be responsible for the

safety and wellbeing of the young person.

All contact between Children, Young Persons and or Vulnerable Adults will take place in communal or public areas.

No photographs will be taken of any Children, Young Persons and or Vulnerable Adults without permission from the parent guardian or other responsible adult.

No photographs may be published on The Fly Dressers' Guild website, branch website or other social media without written permission from the parent guardian or other responsible adult.

All interaction with members of the FDG will take place in communal or public area.

Physical contact is often unavoidable in the teaching of fly tying and fly fishing.

However physical contact should be kept to an absolute minimum and limited to that necessary to reaching the teaching goal

Fly dressers Guild members should always explain what is contact is necessary and why as well as obtaining parental or other appropriate consent before making any physical contact.

If any member of The Fly Dressers Guild or other helper at an event is made aware of, or becomes aware of any child welfare issue or any neglect or abuse of any Children, Young Persons and or Vulnerable Adults they must immediately inform the safeguarding officer..

The safeguarding officer will immediately act upon any information received. Their possible courses of action include but are not limited to calling the Police, Emergency services, Social Services and where appropriate informing the parents or guardians or other responsible persons.

A written record of any incident must be made by the safeguarding officer and stored safely confidentially and securely

Any incidents dealt with under this policy must be reported to the secretary of the Fly Dressers Guild within 7 days.

Notes

It is the sole responsibility of the event organisers to decide whether they are capable of dealing with children and young persons and vulnerable adults safely and providing a safe and secure environment. A full risk assessment will help in making an informed decision.

Risk assessment templates are available on The Fly Dressers' Guild website

A photography consent form is available for download on the Fly Dressers' Guild www.flydressersguild.org

These procedures will be reviewed 1 year from the date of publication and thereafter at least every three years or earlier if there should be any change of legislation and or government guidance, or as a result of a significant change or event.

Enquiries regarding these procedures should be addresses to the General Secretary of The Fly Dressers Guild

secretary@flydressersguild.org

Author Chris Reeves 24th May 2014

