



Health and Safety Policy

Basildon Rifle and Pistol Club – October 2020

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Statement of General Policy

This is the Health and Safety Policy Statement of:

Basildon Rifle & Pistol Club (BRPC)

We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our members, contractors, visitors and members of the public who may be affected by BRPC activities.

Health and Safety is a key element and contributor in the overall success of BRPC. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment.

Any decisions made by BRPC will take full account of any Health and Safety implications for all our workers and those under our control. We will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control.

It is BRPC's aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- Providing adequate control of health and safety risks arising from the activities we undertake;
- Consulting with workers and contractors on matters affecting health and safety;
- Providing and maintaining safe premises, equipment and shooting facilities;
- Maintaining Range Standing Orders;
- Ensuring safe handling and use of substances;
- Providing information, instruction and supervision for BRPC members;
- Providing information for visiting members of the public;
- Ensuring all contractors are competent to do their contracted work;
- Maintaining safe and healthy shooting facility;
- Reviewing and revising this Policy annually or as necessary; and
- Putting measures in place to prevent accidents.

BRPC Health and Safety is viewed as "everyone's business". To achieve a high standard of health and safety, the active co-operation of all Members is essential. This policy and associated documents will be revised annually, or after any significant change or legislation likely to affect the policy. This policy will be publicised within BRPC Office and available to third parties on request.

Signed:, John Robinson, (Chairman - Basildon Rifle & Pistol Club)

Date:

Review date: Annually or when significant changes occur.

Organisation and Responsibilities

The responsibility for health and safety rests with everyone, from John Robinson, Chairman - Basildon Rifle & Pistol Club, through to each BRPC member. This section sets out the responsibilities under this Policy.

Overall responsibility for health and safety within our business is that of:

The Executive Committee, under the chairmanship of John Robinson.

To ensure health and safety standards are maintained and improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with this Health and Safety Policy; in compliance with statutory provisions; and in line with the appropriate shooting association guidelines:

Name	Area of Responsibility
John Robinson	Overall safety of Basildon Rifle and Pistol Club.
Richard Clark	Treasurer – Financial support of safety at Basildon Rifle and Pistol Club.
Kamil Karolewski	Club Secretary.
Ken Shingler	Police Liaison.
Section Captains	Oversee individual sections unique activities.

Workers have legal duties under the Health & Safety at Work etc. Act ,1974. In particular, they must:

- Co-operate with BRPC management on health and safety matters;
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on BRPC by or under any of the relevant statutory provisions, to be performed or complied with;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Failure to comply with these requirements may lead to both disciplinary action being taken by BRPC and prosecution by the Regulatory or Enforcing Authority.

Arrangements

1. Communication



Risk Assessments

[The Management of Health and Safety at Work Regulations]

We have a duty to assess the risks to the health and safety of anyone who may be affected by our work activities. It is our policy to ensure no-one is put at risk from our activities so far as is reasonably practicable.

- Risk assessments will be undertaken in consultation with shooting association governing bodies, Essex Police and local authorities as appropriate.
- Hazards identified will be eliminated or controlled As Low As is Reasonably Practicable (ALARP). For further information refer to our Risk Assessments.
- We will bring the key information from risk assessments to the attention of all BRPC Members.
- Action required to remove or control the risks will be approved by BRPC Executive committee or member authorised by an Executive Officer or BRPC Trustee.
- BRPC will ensure that the control measures identified are implemented and that they remove or reduce the risk to an acceptable level.
- Assessments will be reviewed regularly (e.g. annually) or when BRPC activities change or diversify, whichever is soonest.
- Specific risk assessments for vulnerable groups / individuals will be undertaken where this is not covered within the general risk assessments for BRPC by Section Captains in co-ordination with the BRPC Executive committee or their nominated advisor. "Vulnerable groups" include new or expectant mothers, young workers (under the age of 18) or anyone else with additional special needs.

Safe Systems of Work / Safety Information

[The Health and Safety at Work etc. Act 1974]

To help reduce the risk of injury or cases of ill-health, we will follow best practice when undertaking work activities. Some activities that are undertaken may present a significant risk, for which we have produced safe systems of work. Copies of safe systems of work and health and safety guidance can be found in the Range Office.

- We will document safe systems of work for activities with significant risks and ensure that workers are trained to follow them.
- All workers must read and follow the guidance in the safe systems of work.
- Specific safe systems of work will be developed as needed; these will consider additional hazards brought to our attention either as a result of an inspection or audit of the workplace, as a result of an incident investigation, or through the purchase of additional equipment, machinery, substances etc.

Lone Working

We have a duty to identify the hazards associated with lone working, assess the risks involved, and put in place measures to avoid or control the risks.

- We will ensure that lone working is minimised by designated working periods, risk assessments are undertaken and control measures introduced to minimise risk.

- Workers must notify a member of management of any health issues that may limit lone or remote working.

Consultation and Communication

[Health & Safety (Consultation with Employees) Regulations, Health & Safety (Information for Employees) Regulations]

We have a duty to consult BRPC members either directly or through Section Captains on matters relating to health and safety.

- Consultation and communication between BRPC Executive Committee and BRPC Members is encouraged on all matters, but especially on health and safety.
- BRPC members are encouraged to discuss any concerns about health and safety matters with Section Captains, which can be done anonymously and in confidence if requested. No action will be taken against anyone who raises a health and safety concern.

2. Fire Safety

[The Regulatory Reform (Fire Safety) Order]



We have a duty to protect BRPC members, contractors, visitors and members of the public from the risk of fire within the premises.

- We will ensure that Fire Risk Assessments are undertaken as required, ensure the control measures are implemented and that they have removed the hazards or reduced the risks to an acceptable level.
- We will ensure BRPC members are trained in the emergency action to take in the event of fire.
- The emergency evacuation procedures will be reviewed at least annually.
- Fire extinguishers are maintained by a competent contractor on an annual contract.
- Fire alarms are tested on a weekly basis and emergency lighting checked on a monthly basis. These checks are recorded.
- All smokers are responsible for only smoking in permitted areas outside and ensuring smoking materials are properly extinguished.
- No Smoking is permitted inside the buildings.

3. Emergency Procedures

[The Management of Health and Safety at Work Regulations]



BRPC are required to produce procedures for dealing with emergencies such as fire, first aid, ballistic injury, range incursion, equipment security incident. These procedures must incorporate the method(s) of signalling, evacuation procedure, escalation notifications and the individual roles and responsibilities.

- We will ensure that Emergency Procedures are produced for potential significant incidents.
- Copies of the Emergency Procedures are available in the BRPC Office and on all Firing Ranges.
- We will ensure that all BRPC members are aware of the emergency procedures.

4. First Aid

[The Health and Safety (First Aid) Regulations]



BRPC will provide suitable first-aid materials and sufficient qualified First Aiders. It is important that all injuries, however slight, are properly attended to.

- The first aider or the most senior BRPC members present is responsible for calling an ambulance when required. If in doubt one should be called.
- First Aid supplies are located outside the kitchen.
- BRPC will ensure that first aid boxes are regularly stocked with approved first aid materials. First aiders are responsible for reporting when stocks have been used or are running low.

5. Accident Reporting

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations : RIDDOR]



BRPC will ensure as far as possible, that accidents and dangerous occurrences are recorded and reported where necessary to the enforcing authority. Incidents, ill-health and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence. BRPC members are required to report any incidents they are involved in or witness to their Section Captains.

- All accidents are recorded in the accident book kept BRPC Office. To comply with the Data Protection Act completed accident sheets will be torn out of the book and given to an BRPC Club Secretary, to be kept securely.
- BRPC members are encouraged to report all accidents, incidents, ill health and near misses to management as soon as possible so that action can be taken to investigate the causation and to prevent recurrence.
- The BRPC Chairman or nominated individual, is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority via the Incident Contact Centre, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- BRPC Chairman or nominated individual is responsible for undertaking investigations following accidents, dangerous occurrences, and related ill health.
- BRPC Executive Committee or nominated individual is responsible for analysing reported incidents for signs of trends and identifying action that can be taken to prevent future incidents.

6. Third Parties

[The Health and Safety at Work, etc. Act 1974, The Occupiers' Liability Acts]



BRPC have a duty to ensure the safety of all persons on our premises and facilities. This includes members and contractors but also visitors, trespassers and members of the public.

Contractors

- BRPC will check that any contractor working for us understands the legal duties applicable to the work to be undertaken, duties to their workers, to us and our BRPC members, and any other person who may be affected by a breach of such duties.

- BRPC will check that any contractors working for us are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety, have safe working methods and have the appropriate level of liability insurance.
- BRPC will ensure that contractors, sub-contractors and their workers are briefed on the health and safety rules prior to commencing work and that all relevant safety information is provided. Unauthorised persons MUST be excluded from work areas using barriers and/or appropriate signage where necessary.
- BRPC will monitor contractors to ensure that they undertake work in the agreed manner, and that work does not present a risk to themselves, our workers or any visitors.

Visitors

- BRPC will ensure that BRPC facilities do not present a risk to visitors as far as is reasonably practicable.
- BRPC will ensure that unauthorised persons are excluded from BRPC facilities using locked gates, fencing, barriers and appropriate signage where required. There is a higher duty of care for children and every effort must be made to manage their safety on site at all times.
- Any unauthorised persons in BRPC facilities must be challenged and reported to the Section Captain or senior BRPC member on site.
- All BRPC facilities key holders are responsible for security of the main building keeping doors closed, and relevant buildings or areas locked.

Associated Facility Users

- BRPC via the Club Secretary will liaise with Associated Facility Users with regard to health and safety.
- Associated Facility Users are responsible for health and safety within their area of control and for reporting issues to BRPC Executive Committee or identified liaison person.
- BRPC will fulfil our legal and moral obligations to Associated Facility Users in BRPC operated and maintained facilities.

7. Information, Instruction, Training & Supervision

[The Health and Safety at Work etc. Act 1974, The Provision & Use of Work Equipment Regulations etc.]



BRPC must provide appropriate information, instruction, training and supervision regarding health and safety, the equipment that is used and the activities that are undertaken.

- BRPC will ensure that all BRPC members are adequately trained to carry out their work.
- Induction and specific training is provided by Section Captains together with experienced BRPC Full Member. Adequate supervision will be given until BRPC Probationary Members are deemed competent.
- Training will be identified, arranged, and monitored by Section Captain.
- Training records are kept Section Captain
- The following tasks must only be carried out by authorised workers, who will normally have completed a formal training course or specially trained in-house. This is because the tasks are either potentially dangerous or legislation demands formal training. All other workers are strictly forbidden from carrying out these tasks (unless supervised by a suitably qualified person whilst undergoing training):
 - **Probationary trail period supervision**
 - **Shooting specific - Black powder**

- **Shooting specific - Home loads**

- Health and safety advice is available from TBD.

8. Work Equipment

[The Provision and Use of Work Equipment Regulations, The Health and Safety at Work Act 1974, The Lifting Operations and Lifting Equipment Regulations, The Pressure Systems Regulations]



BRPC have a duty to ensure that all plant, machinery or equipment is maintained to be safe.

- BRPC will identify all plant, machinery or equipment needing statutory inspection, regular service maintenance or daily / weekly checks and will ensure that these are implemented.
- BRPC will ensure that equipment is not used by BRPC members unless they are trained and authorised to do so.
- BRPC members are responsible for ensuring that equipment is inspected before use. Any defects must be reported to BRPC Executive Committee via the Section Captain immediately and taken out of use until repaired or replaced.
- BRPC members are responsible for ensuring that all equipment is properly isolated before making adjustments, undertaking cleaning, maintenance or lubrication etc. - especially if it is necessary to remove guards for these tasks.
- BRPC will check new or hired equipment meets health and safety standards before purchase or hire and will ensure maintenance procedures are drawn up where relevant.
- Safety information, operators' manuals, latest test certificates and relevant records are kept in the BRPC Office.

Statutory Inspections

We have a duty to ensure that, where required certain local exhaust ventilation systems are subject to statutory inspection by a competent person.

- We will identify all equipment and LEV systems that require a statutory inspection.
- We will ensure that statutory inspections are undertaken at the required intervals.

Display Screen Equipment

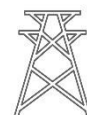
[The Health and Safety (Display Screen Equipment) Regulations]

We have a duty to ensure that the risks to users of display screen equipment (DSE) who habitually use display screen equipment (DSE) as a significant part of their normal work are suitably managed.

- We will arrange for relevant DSE workstations to be assessed and affected members given sufficient information and instruction in setting up a comfortable and suitable working environment.

9. Electrical Safety

[The Electricity at Work Regulations]



BRPC have a duty to protect BRPC members, contractors, visitors and Associated Facility Users against the risk of death or personal injury from electricity.

Fixed Installations

- BRPC will ensure that electrical installations and equipment are installed and maintained in accordance with the regulations.
- The electrical installation will be tested for electrical safety at regular intervals of 5 years, or sooner as determined by a competent electrician.
- Only competent electricians carry out electrical work.
- Detailed records will be retained where possible in line with statutory requirements and best practice;

Portable Appliances

- BRPC will arrange for a competent person to inspect and/or test portable electrical appliances where required. The frequency of testing will be determined by the competent person.
- BRPC members are required to check the condition of all portable electrical equipment before each and every use. Any problems with portable appliances must be reported to BRPC Executive Committee via the Section Captain and taken out of use until repaired or replaced.
- Circuit breakers and RCD trip devices are regularly checked and maintained.

Overhead Power Lines

- BRPC will identify overhead power lines that may affect work activities that could result in (near) contact and will ensure the location is communicated to relevant persons.
- BRPC will ensure that a safe system of work is adopted for any work under/ near overhead power lines.
- Any problems with overhead power lines (such as low hanging lines) must be reported to BRPC Executive Committee.

Underground or Hidden Services

- BRPC will identify underground or hidden power cables (and other services) on site as necessary and will assess activities that could result in contact. Where necessary, specialist assistance will be obtained to identify the location of such services.
- BRPC will ensure that the location of underground or hidden services is communicated to relevant contractors / sub-contractors and that safe systems of work are adopted where there is a risk of contact.

10. Work at Height

[The Work at Height Regulations]



BRPC have a duty to ensure that all work at height is assessed to ensure that it is undertaken in a safe and controlled manner.

- BRPC will assess the risk associated with working at height and implement suitable control measures (which will include, so far as is reasonably practicable, avoiding the need to work at height).
- Only competent persons are permitted to undertake work at height and a safe system of work must always be followed.
- BRPC will ensure that any equipment used for working at height is suitable and sufficient (and properly maintained and inspected). The safest method of access must be used for all work at height.
- BRPC will ensure that any contractor who undertakes work at height does so in a safe manner.
- BRPC will ensure that fragile roofs are clearly marked with signs at the most likely access point.

11. Workplace

[The Workplace (Health, Safety and Welfare) Regulations]



BRPC have a duty to protect the health and safety of anyone using the BRPC facilities.

Storage, Maintenance and Construction

- BRPC will ensure that all buildings (including unoccupied buildings), roadways and other structures are maintained in a safe condition.
- BRPC will undertake regular facilities inspections (min every 3 months) to identify potential health and safety issues.
- BRPC will ensure that entrances and exits are maintained and kept clear and all flooring and floor coverings are kept in suitable condition.
- BRPC members are responsible for managing falling objects. All materials must be stacked or stored safely so they don't fall. Storage of all materials and equipment must within reason be arranged so that it remains without risk to anyone's health and safety - and not blocking entrances, exits or roadways.
- Only competent and authorised persons can undertake maintenance (or construction) work. Such work must be undertaken in a safe manner and in accordance with a safe system of work. BRPC members must not undertake any maintenance activities beyond their level of competency.
- BRPC will develop and implement a tree safety management plan.

Cleanliness and Waste

- All BRPC members are responsible for ensuring that areas are maintained in a clean and safe condition, slips and trips controlled as far as possible.
- All BRPC members are responsible for ensuring that firing ranges are kept clean and tidy. Any concerns must be notified to BRPC Executive Committee via the Section Captain.
- BRPC will ensure the regular disposal of waste materials by not allowing a build-up of any, particularly combustible, materials.
- BRPC members are expected to clean up spills immediately and to report any spillages of dangerous materials which may affect other BRPC members, visitors, and members of the public or the environment to the Section Captain or the senior BRPC members on site at the time, immediately.

12. Welfare

[The Workplace (Health, Safety and Welfare) Regulations]



Welfare Facilities

BRPC have a duty to ensure that adequate welfare areas, toilet and wash facilities are provided.

- BRPC will ensure that suitable toilet and wash facilities are provided for BRPC members and visitors.
- Adequate supplies of potable water will be available and a means of heating food or water for hot drinks.
- Everyone is responsible for ensuring that the facilities are maintained in a clean and sanitary condition. Any problems must be reported to BRPC Executive Committee via the Section Captain.

13. Workplace Traffic Management and Transport Safety

[The Health and Safety at Work Act; The Provision & Use of Work Equipment Regulations, the Highways Act etc.]



BRPC have a duty to ensure that the BRPC site is organised in such a way that pedestrians and vehicles can circulate in a safe manner.

- BRPC will ensure that traffic routes are organised and maintained in a safe condition. As far as possible road systems will be arranged to allow adequate space for vehicle movement, reversing, turning, loading and off-loading.
- BRPC will assess the transport risks and put in place controls to manage, so far as is reasonably practicable, the vehicle pedestrian interfaces.
- BRPC members and visitors must comply with any control measures put in place such as speed limits, parking restrictions, traffic routes, etc.

14. Hazardous Substances

[The Control of Substances Hazardous to Health Regulations : CoSHH]



BRPC have a duty to assess the risks from hazardous substances that we use (e.g. cleaning fluids, fuels, oils, communicable diseases etc.) and hazardous substances that are generated or present in range and shooting activities (e.g. dust, fumes, disease, etc.). For further information see our COSHH Assessments.

- BRPC will identify substances and carry out COSHH assessments.
- BRPC will ensure that Safety Data Sheets are held on file for the hazardous substances used.
- BRPC will ensure that the required control measures are implemented.
- BRPC will inform BRPC members about the assessments, communicate information about the risks.
- All BRPC members are responsible for following the controls required and wearing the correct personal protective equipment.
- All BRPC members are responsible for ensuring that all hazardous substances are kept in original packaging and the labels checked before use. They must be used and stored in accordance with the makers' instructions.
- Coronavirus and associated risks are documented and managed under the separate document set.

Legionella and Water Quality

BRPC have a duty to protect the health and safety of BRPC members, visitors and Associated Facilities Users from legionella and other water borne diseases and ensure adequate supplies of safe drinking water are provided.

- BRPC will ensure that procedures for managing water quality, which incorporate the monitoring and testing of water supplies, where required.

15. Asbestos

[The Control of Asbestos Regulations]

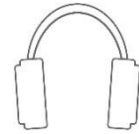


BRPC have a duty to prevent the exposure of BRPC members, contractors, Associated Facilities Users, visitors and the public to asbestos and to manage Asbestos on the premises.

- BRPC will ensure that prior to a structural work that is carried out, an appropriate asbestos survey is carried out by a suitably competent person and that hazard information is shared with all relevant parties.

16. Noise

[The Control of Noise at Work Regulations]

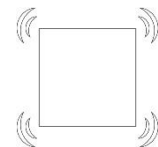


BRPC have a duty to prevent or reduce the risks to health and safety from exposure to noise levels which can lead to hearing damage / hearing loss to BRPC members, Associated Facilities Users and its close neighbours.

- BRPC will identify activities that could lead to excessive levels of noise and will assess the level of risk.
- BRPC will implement suitable control measures to reduce noise exposure and as far as is reasonably practicable minimise disturbance beyond the active firing range and site boundary.
- All noise hazard areas will be clearly marked.
- Hearing protection must be used by all BRPC members in accordance with the training for the specific shooting activity.
- Suitable hearing protection will be made available to relevant attendees who are registered to participate in shooting activities.
- Noise levels will be considered in the specifications for all new plant and equipment to ensure that, as far as practicable, new noise hazards are not introduced.

17. Vibration

[The Control of Vibration at Work Regulations]



BRPC have duty to prevent or reduce the risks to health and safety from exposure to excessive vibration – which can cause nerve damage like vibration white finger or carpal tunnel syndrome (hand arm vibration) or whole body vibration.

- BRPC will identify tasks that could expose individuals to excessive levels of vibration, assess the risk and implement suitable control measures to reduce the risks from vibration.
- BRPC will ensure that any individual likely to be exposed to high vibration levels receive suitable information, instruction, training and supervision.
- BRPC will ensure that vibration from existing plant is reduced as far as is reasonably practicable to minimise the risk from vibration and improve working conditions.
- Low vibration levels will be included in the specifications for all new plant and equipment to ensure that where possible the hazards are reduced or controlled at source.

18. Manual Handling

[The Manual Handling Operations Regulations]



BRPC have a duty to ensure that the dangers associated with manual handling (lifting, carrying, pushing, pulling or moving by hand or bodily force) and repetitive tasks that could result in upper limb disorders are

properly assessed and to provide control measures and guidance to ensure safe lifting and carrying at the workplace.

- BRPC will ensure that the risks involved in manual handling operations and repetitive tasks that could result in upper limb disorders are identified and the risks are assessed.
- BRPC will ensure that workers receive guidance and training in safe lifting and handling techniques for specific tasks carried out.
- BRPC members must use any lifting aids or handling systems provided. They must also follow any guidance provided and inform management of any manual handling concerns.

19. Protective Equipment

[The Personal Protective Equipment at Work Regulations]



We have a duty to provide, free of charge, suitable personal protective equipment (PPE) wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE includes, e.g. safety footwear, eye protection, hearing protection, hardhats, high visibility clothing, gloves and respiratory protective equipment (RPE) such as dust masks.

- We will identify, source and replace suitable PPE, implement steps for maintenance, cleaning or repair and provide adequate storage facilities for PPE.
- We will ensure that workers are trained in the correct use, storage and management of the equipment provided.
- Workers must wear the PPE provided, in accordance with training and instruction given. Disciplinary action may be taken if workers fail to wear the PPE when needed.
- Workers must report any loss or obvious defect in the PPE provided to a member of management. Workers must also report any incompatibility issues (e.g. safety spectacles may interfere with the fit of hearing protection).
- Workers must ensure that their PPE is checked before use and cleaned, maintained and stored in accordance with manufacturers' instructions.

20. Safety Signage

[The Health and Safety (Safety Signs and Signals) Regulations]



BRPC must ensure that sufficient, clear and unambiguous warning signs are provided at strategic locations to warn people of danger.

- BRPC will ensure that where the need for safety signage is identified, through risk assessment or Range Standing Orders, it will be sourced and displayed in the relevant location(s).
- BRPC members are required to abide by instructions given on safety signage and should help visitors to comply with the signs as necessary.
- BRPC will regularly review the adequacy of safety signage on the premises.
- Maintenance of mandatory signs and other range flags will be carried out on a regular basis.

Monitoring and Reviewing

To demonstrate our commitment to managing health, safety and welfare in the workplace, we BRPC will check the implementation of this Policy by performing regular audits and inspections of the premises and operations.



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