

**ANGLING
TRUST**



**FISH
LEGAL**

**HEALTH & SAFETY
HANDBOOK**



General Statement of Intent

Angling Trust and Fish Legal, (“the Organisations”) believe that excellence in the management of Health, Safety and Welfare is an essential element within the overall business plan – a good Health, Safety and welfare record goes hand in hand with high productivity and quality standards.

People are the most important asset to these Organisations, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

The Organisations are committed to ensuring that it, as a minimum, complies with relevant Health and Safety legislation and where it is reasonably practicable to do so, the Organisation will strive to go beyond the requirements of legislation. To achieve this, the Organisations will provide the necessary resources and will seek the co-operation of all its employees and volunteers for the purposes of implementing this policy. Moreover, the Organisations will also ensure all employees and volunteers are adequately qualified and experienced to allow them to carry out their work safely and without risk.

The Organisations are committed to ongoing monitoring and review processes, so that continual improvement in the management of Health, Safety and Welfare can be achieved. Our intentions are:

- To provide adequate control of the Health and Safety risks arising from our work activities.
- To Consult with our employees on all matters affecting their Health, Safety and Welfare.
- To provide and maintain safe equipment.
- To provide information, instruction and supervision for employees and volunteers.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions, and
- To review and revise this policy at regular intervals.

Signed:

A handwritten signature in black ink, appearing to read 'Jamie Cook', written over a light blue horizontal line.

Name: Jamie Cook

Date: To be dated after approval

Risk Assessment

As part of any Induction, you should have been made aware of any risk assessments that apply to your working area. If you have not seen the Organisations' risk assessments, please contact a manager.

In accordance with the Management of Health and Safety at Work Regulations 1999, the Organisations will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

The risk assessments will:

- Identify what the hazards are and identify the people who might be harmed by the hazard.
- Disregard insignificant risks.
- Evaluate the risks from the identified hazards.
- Ensure all aspects of the work activity are reviewed, including routine and non-routine activities and operations.
- Take into account any existing control measures.
- Take account of the way in which the work is organised, and the effects this can have on health.
- Take account of the risks to the public.
- Take account of the need to cover fire risks.
- Identify the period of time which it will be valid for
- Enable us to prioritise remedial actions.

For further information on risk management, please see document PD40 – Risk Management Strategy which can be found in the Staff Information area of SharePoint

Your Responsibility

- Seek advice and instruction from a manager when situations arise, which may affect the Health & Safety of yourself or others.
- Stop work and seek advice if you believe there is an imminent risk of injury to yourself or others.
- Report any unsafe equipment, methods of work or any other safety concerns.
- Use any protective clothing and equipment recommended and provided for your particular work.
- Report any near miss or accident, however slight, and whether or not injury or damage has been sustained
- Assist at all times in maintaining good 'housekeeping' standards.
- Not interfere with anything provided to safeguard Health & Safety
- All employees and volunteers should be aware that non-compliance with Health & Safety rules and procedures can, where necessary and appropriate, result in disciplinary action being taken.

In order to help you achieve these duties, the Organisations will provide you with the appropriate information, instruction and training for the duties that you need to perform. It is essential that you are familiar with the relevant documentation and standards expected of you and that you raise any concerns with a manager, should any arise. If in Doubt Ask.

Never underestimate your value to **Angling Trust and Fish Legal**. You are the face of your Organisation, and your acts and omissions will directly impact on the perception of the Organisation in its entirety.

The Organisations believe that **EVERYONE** has a duty towards Health and Safety, and that constant care and caution, no matter how small, will improve the safety of everyone and such diligence should be everyone's commitment.

Personal Safety

Personal Safety is taken very seriously at **Angling Trust and Fish Legal** and it is essential that we all take steps to protect ourselves and others.

There are a number of arrangements that have been put into place to safeguard you whilst performing your duties and it is important that you comply with these arrangements. Should you ever feel that there are any short comings in these arrangements then you must bring this to the immediate attention of a manager.

Driving

As the responsible driver, you should always check a vehicle is in roadworthy condition prior to setting out: tyres in good condition, screen wash is topped up, oil levels are ok, lights are all in working order, etc. You should also check that the car has a valid MOT and is taxed, and that you are insured to drive the vehicle.

You are also required to drive within the constraints of the law, any speeding penalties and other contraventions will be your own personal responsibility. Be aware of your own limitations and do not drive when tired. Try to plan your journeys so that you can take sufficient breaks. If you know you need to drive for work, you should avoid the intake of alcohol the night before the journey and if you are taking any prescription medication that may affect your ability to drive you should speak with a manager as soon as you are aware of this so that alternative arrangements can be made.

When leaving the vehicle, never leave valuables or any organisation property on display.

Mobile Phones

The Organisations recognise that communication with your team and others is very important but never important enough to put yourself and others at risk whilst driving. **REMEMBER:** it is illegal to hold and use a mobile phone whilst driving even if stationary in traffic. It is also illegal to be using a mobile phone “hands free” where it affects your care or attention when driving. The Organisations' policy is that mobile phones should not be used whilst driving and authorised drivers are not obliged to use them whilst driving. Always find a safe place to stop the vehicle to make or receive the call. Under no circumstances are text messages to be read or written when driving.

Aggression and Violence

The Organisations recognises there may be a remote possibility of aggression and violence within the workplace. The Organisations are committed to putting precautions in place to reduce that risk through training, communication loops, reporting procedures suitable and sufficient control.

Lone Working

Lone working is a situation that sometimes does occur, and it is vital for your safety that there are strict control measures in place to allow you to perform your duties at no additional risk. See full details within the main “**Lone Working**” section later in the document.

Breaks/Welfare

Your working day is planned to allow you to take breaks from active duties, depending on the number of daily hours you are scheduled to work. Toilets and welfare facilities will also be made readily available for your use.

Reporting Problems

Ensure that you are clear on how to report problems and to whom. Also, and most importantly, consider what short term measures you can take until the problem can be properly rectified.

Don't leave defects and problems to others, your quick actions may be the difference between someone being injured or not.

Accidents and Incidents



Risk Assessments identify control measures to help prevent accidents from happening, but should one occur it is vital that a report is filed so that we can find out what has gone wrong and try to prevent it happening again.

Use the Angling Trust and Fish Legal accident reporting procedures. All accidents and incidents are to be recorded on an accident reporting form (available in the Staff Information Area of SharePoint) and given to a senior manager.

The Organisations will ensure that a suitable provision is made for First Aid. At the offices in Ilkeston and Leominster trained staff and First Aiders are available to provide emergency assistance in the event of an accident or injury. It is important that you make yourself aware of the local actions required of you in the event of an accident and how to summon assistance. Most importantly, make sure that you know where the First Aid box is!

Fire and Emergency

All employees and volunteers and visitors **must** be made aware of the emergency evacuation procedures at buildings occupied by the organisations.

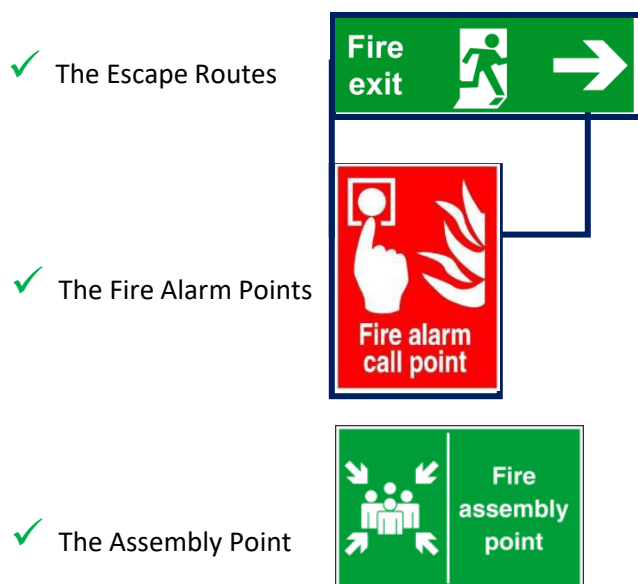
Please see the Fire Safety Plans on the wall at The Old Police Station, and in the SharePoint folder for the Leominster offices for details of the fire arrangements, fire marshals and assembly points.

You should make yourself familiar with escape routes, siting of extinguishers, external fire exits, assembly points and signage. The Fire Assembly Points are:

- The Old Police Station - Exit the building and assemble in the car park to the rear of the building
- Leominster – Exit the building and assemble on the opposite side of Rainbow Street in the entrance driveway to David, Edwards & co
- Fire Marshals are appointed for both offices, follow their guidance.

Fire Kills! MAKE SURE you know the local fire procedures and especially:











- ✓ **Always** position portable heaters safely away from flammable or combustible materials.
- ✓ Turn heaters off when not in use and never leave switched on in rooms unattended
- ✓ **Always** check heaters, cooking equipment and kettles and switch off at the mains at the end of the day
- ✓ **Always** keep rubbish to a minimum and ensure good housekeeping practices are in place
- ✓ **Always** ensure walkways, stairs and fire exit doors are kept clear at all times
- ✓ **Never** obstruct or move fire extinguishers and **NEVER** use them to prop open doors



Fire Extinguishers

You are not expected to fight a fire; however, an extinguisher may provide you with a means of escape. Not every extinguisher is suitable for use on every fire - it is important that you are familiar with each extinguisher type.

Symbols found on fire extinguishers & what they mean

					
	Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
Wood, paper & textiles 	✓	✓	✓	✗	✓
Flammable liquids 	✗	✓	✓	✓	✗
Flammable gases 	✗	✗	✓	✗	✗
Electrical contact 	✗	✗	✓	✓	✗
Cooking oils & fats 	✗	✗	✗	✗	✓

Monitoring

Checks of the following will be carried out **regularly** by the Landlord or responsible person and records kept accordingly:

- Alarm tests –the alarm system checked each week
- Visual check of emergency lighting.
- Visual check of all fire extinguishers
- Visual check of fire signage

If you discover any problems with any of the above at any time you **must inform a manager.**

Slips, Trips & Falls

Over 30% of all accidents in the workplace are caused by slips, trips and falls and range from minor sprains and strains to broken bones.

It is essential that your workplace is kept clean and tidy to reduce the risk from slips and trips and **your** actions could make the difference between someone getting injured or not.

To help to reduce these risks, **you** are expected to:

- K**eep floors clean and clear, free from debris and stock that could cause a trip hazard
- E**nsure that there are no trailing leads from telephones, computers and other electrical equipment
- E**nsure any spillages are cleaned up immediately
- P**revent all fire doors, exits and gangways from becoming obstructed or restricted
- S**ore materials and stock safely
- A**dopt a “clean as you go” approach to working.
- F**ollow our procedures and report any defective lighting and uneven/damaged flooring.
- E**nsure you never carry more than you can handle – making more trips moving items is better!

Manual Handling

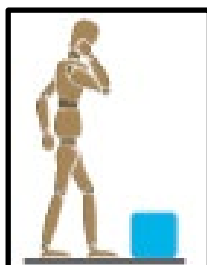


Manual Handling is a recognised hazard in everyone’s role. Manual Handling refers to any activity that needs to be moved by physical force, irrespective of weight and can include everyday activities such as moving bags of rubbish.

The following is a summary of Handling Techniques that all employees and volunteers should adopt when lifting and carrying items.

The Organisation operate a **TWO-person policy** – where any object, other than small objects are to be moved, they should be moved using **TWO persons**.

Safe Manual Handling Technique



Think before lifting/handling

- Plan the lift.
- Can handling aids be used?
- Where is the load going to be placed?
- Will help be needed with the load?
- Remove obstructions such as discarded wrapping materials.
- For a long lift, consider resting the load midway on a table or bench to change grip.



Adopt a stable position

- The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).
- The worker should be prepared to move their feet during the lift to maintain their stability.
- Avoid tight clothing or unsuitable footwear, which may make this difficult.



Get a good hold

Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

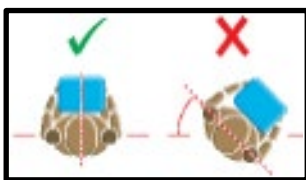
Start in a good posture

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).



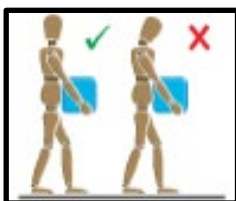
Keep the load close to the waist

- Keep the load close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



Avoid twisting the back or leaning sideways, especially while the back is bent

- Shoulders should be kept level and facing in the same direction as the hips.
- Turning by moving the feet is better than twisting and lifting at the same.



Keep the head up when handling

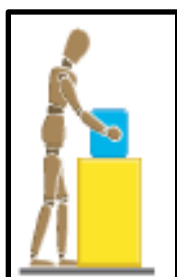
- Look ahead, not down at the load once it has been held securely.

Move smoothly

- The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed.

- There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



Put down; then adjust

- If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

Remember: If in doubt – stop work and talk to a manager

Electricity



Electricity can not only kill but also cause burns and start fires. Work on either permanent or temporary electrical systems must **ONLY** be carried out by authorised competent electricians.

As an employee you are expected to:

- Never interfere with electrical apparatus or remove the covers from electrical equipment.
- Report any suspected electrical defects to a manager.
- Conduct a visual inspection of electrical equipment prior to use.

The pre-use visual inspection should include:

- Check the plug for damage to casing and that the pins are not bent.
- Check PAT test sticker to ensure it is in date.
- Check the cable for damage e.g. Cuts or abrasions.
- Check for non-standard joints including taped joints in the cable.
- Check for damage to outer cover of the equipment or obvious loose parts or screws.
- Check for overheating (burn marks or staining) of appliance.

Do not use faulty electrical appliances, remove from use and report fault immediately to a manager

Asbestos Containing Materials



Asbestos is one of the biggest silent killers known to man. Breathing in air containing asbestos fibres can lead to asbestos related diseases, mainly cancers of the lungs and chest lining.

Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in.

Some older properties contain some small amounts of material (e.g. in insulation, heating pipe and boiler lagging, some vinyl tiles and textured wall or ceiling tiles). If this is the case these materials should have been identified and labelled as part of our overall risk assessment programme and should be clearly marked with signs such as these:



As long as it is in good condition and is not being or going to be disturbed or damaged in any way there is no risk. If it is disturbed or damaged, it can become a danger to everyone's health, because asbestos fibres may be released into the air and people can breathe them in.

- If you come across any labelled materials that have been damaged - **STOP!**
- Immediately leave the area, closing any doors behind you **AND** notify a Manager
- Do not re-enter the area (even for personal belongings) until you have been told it is safe to do so
- Do not touch or handle the material
- Do not try to sweep up any damage – you will make things worse!

Display Screen Equipment

As part of your duties, you may need to use a computer. Generally, this should not be a problem. Those employees or volunteers that are required to use a computer workstation as a predominant part of their normal duties will be given appropriate training in its use.

The prolonged use of display screen equipment can result in physical and psychological problems if the workstation is incorrectly adjusted to suit the user, or the environment is poor. However, there are some simple steps that can be taken by everyone to prevent problems, which involve adjusting the workstation and/or the environment to suit you whilst you work.

AT Workstation Guidelines

A workstation assessment should be undertaken for all new employees, irrespective of whether office-based or a home-worker, or for any existing employees who have changed workstation or have otherwise identified a concern with their workstation. The assessments should ordinarily be undertaken by the line manager with the employee. Home-workers should undertake a self-assessment in the first instance and report any concerns regarding their workstation to their line manager. Where necessary a visual inspection of the home-workers workstation, either in person or via photographs or video link, may be required.

Chair

Make sure your chair is comfortable and adjustable. Keep your legs parallel to the floor and your feet flat on the floor. If your feet do not reach the floor, then adjust the height of the chair until they do or consider using a footrest.

An appropriate chair must offer good stable body support and enable the user to achieve a dynamic posture through movement of the chair (not twisting the body) during IT and office tasks or activity.



- A user should select a chair to suit their personal physiology
- A user can often easily operate more controls to select optimum comfort and posture

Posture

Do not stretch to reach your keyboard – bring it to you. Your fingers should be above the ‘home position’ on the keyboard – asdf and hjkl keys – when your elbows are by your sides. Your objective is to avoid backache, so make sure you are comfortable at your desk.



- Line of sight horizontal to 60 degrees below
- Erect spine
- Avoid twisting of the upper torso
- Aim for approximately horizontal thighs and 90-degree bend at the knee
- Adjust seat height
- Feet on the floor or footrest to give ankle to lower leg angle of about 90 degrees



Desk

Your desk should be both spacious enough for all your computer equipment and still have room for an area to write and work. Try to keep it tidy and free from piles of paperwork and cables. It should have enough room to house your screen, CPU, printer and any additional items you have.

Screen

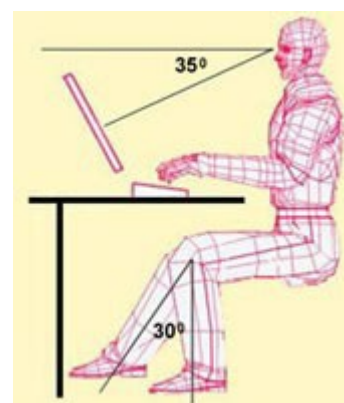
Position the screen so that is just below your eye level. Think of the top third of the screen to be at the same level as the bridge of your nose. Adjust the brightness and contrast to suit your preferences and to reduce eyestrain. The screen emits a lot of light so be aware of other ambient light in your work area. You do not need a desk lamp to work on your computer. Too much light at your desk can also contribute to eyestrain.

Mouse

The mouse can be the cause of wrist, forearm and elbow discomfort. There are wrist rests available, but they can position some users' wrist and forearm in an awkward position. Again, if you use one, make sure it is comfortable for you. If you are left-handed place the mouse on the left-hand side of your computer. Open *Control Panel* and find the mouse icon. You can change the button operation of your mouse to suit your preferences.

Look for these workstation reference points

- Upper arms hang vertically and forearm horizontally
- VDU centre should be at approximately 35 degrees below the horizontal from the eyes.
- Feet should be on the floor or footrest with freedom to move lower leg



Time/Sessions at your computer

Try not to do more than two hours at a stretch without a break. Get away from your computer to walk around, re-focus your eyes and generally re-align your body. A five-minute break will help alleviate any stiffness and be good for your circulation.

Room

Your home office should have enough free space to allow you to move around with ease.

Using Laptops

Laptop and other types of portable computers tend to have smaller keys and screens than full size computer equipment. As a result, they encourage poor posture and tend to be less comfortable to use for long periods of time.

Remember when using a laptop, the same principles as a normal computer apply. Make sure you:

- Place it on a firm surface.
- Position it so that the keyboard allows for relaxed shoulders and horizontal forearms.
- Set the screen at an adequate height and angle to:
 - Keep reflections and glare are kept to a minimum
 - Ensure a correct posture is achieved and the head does not have to be noticeably inclined.
- Do not use it for prolonged periods of time – use greater than one hour is inadvisable. An appropriate and adjustable chair should be used
- Ensure short frequent breaks are taken - during breaks the opportunity should be taken to stretch and gently exercise the trunk, upper limbs and neck.

Eye Tests and Other Health Aspects

The use of Computers and Laptops do not damage the eyes but may highlight an existing condition and/or contribute to temporary blurred vision.

If you use a computer on a frequent and prolonged basis you are entitled to a free eyesight test:

- At regular intervals, as determined by your optician; and
- At any subsequent time if visual difficulties are experienced which are reasonably considered to be related to computer-work.

Where necessary, any corrective lenses needed specifically for work with computers will also be part reimbursed by the Organisation. For further details please contact a manager.

Epilepsy

With modern, well-maintained, flicker-free screens, most people who suffer from epilepsy can safely work with Computers at no increased risk of an epileptic fit. However, it is important that if you suffer from epilepsy that you notify a manager so that a discrete assessment of your work environment can be made to ensure your well-being.

Pregnancy

There is no authoritative medical evidence of abnormal pregnancy implications linked to the use of computers, but DO ensure you notify a manager as soon as you are aware that you are pregnant, so that a Specific Risk Assessment can be carried out to ensure your continued comfort and general well-being at work. Remember: If in doubt – talk to a Manager.

Home Working

Home-Based Staff

Homeworking consists of working based at home rather than the normal place of work; and may involve using IT systems to perform work and to remain in contact with managers and employee/volunteer.

- Home workers will work independently and on their own initiative and motivate themselves.
- Highlight to their line manager any pressures that may arise from home working.
- Maintain contact with all affected by the work.
- There should be a separate area set aside for working from home suitable to be able to complete the work effectively.
- The Organisations will not be responsible for maintenance, replacement, or repair of any personal equipment used.
- Before any home working, the employee should have completed a DSE self-assessment which should be reviewed regularly, usually annually, depending on the resultant risk

All accidents and near miss reporting procedures apply equally to incidents arising in the relevant home area

Lone Working

The Law requires employers to carefully consider the health and safety risks for people working alone. Workers have responsibility to take care of themselves and other people affected by the work activities and to co-operate with the employer to meet legal obligations.

Risk assessments should be undertaken, taking into consideration:

People

Who are you likely to meet? Are they:

- Total strangers/members of the public?
- People who are well-known to you?
- People about whom you know very little?
- People with a history of violence or aggression?
- Likely to welcome your presence or are you dealing with a difficult subject?

Do any of the people you are likely to meet pose any significant threat to your personal safety?

Environment

Where are you working? Are you:

- Visiting a rural or isolated area?
- Able to communicate with a Line Manager or call for back-up if you feel threatened?
- Able to let somebody know where you are, what you are doing and if your plans change?

Do any of the places you go to pose a significant threat to your personal safety?

When are you working? Is it:

- During office hours?
- Late at night, or early in the morning?

Do the hours that you work pose a significant threat to your personal safety?

Task

What are you doing? Are you:

- Dealing with cash?
- Enforcing a rule?
- Denying access?
- Carrying valuables?
- Acting as a security service?
- Supervising groups of young people?

Does the task pose a significant threat to your personal safety?

Risk Assessment

To assess the risk, consider the answers to these problems:

- If there is a problem:
 - How will you call for help?
 - Who will respond?
 - What will they do?

- If you don't report back at the end of your shift/day:
 - Who will notice?
 - What will they do?

Prevention and avoidance

Lone workers should consider:

- Where you are going:
 - Location details
 - Travel details (train, car, walking)
- How long you will be:
 - Expected length of meeting/visit
 - Expected return time
- Purpose of the activity:
 - Is there a potential for conflict (e.g. difficult subject to be discussed?)

Key information

Ensure that your Line Manager has the following details:

- Contact telephone numbers (including for next of kin)
- Car details – make, model, colour and registration number
- Medical information – any health issues that may affect you whilst lone working.

IF YOU DO NOT FEEL SAFE DO NOT UNDERTAKE THE ACTIVITY AND REPORT TO A MANAGER IMMEDIATELY.

Working & Volunteering in Water Environments

Hazards

When working or volunteering on or near water, there is a danger that persons might slip or fall into the water, be swept off their feet by strong currents, wave action, tide action or swell from passing water traffic. Adverse weather can also be a factor and result in rapidly changing conditions. Whether or not a person is injured by falling in the water, there is an immediate risk of drowning and/or being carried away by water currents.

Sound precautions must be taken, firstly to prevent persons accidentally entering the water, and secondly to ensure that they will float and are rescued in the shortest possible time. It is essential, when working on near water that safe systems of work are in place based on a thorough risk assessment and that employees and volunteers are properly trained and instructed.

Consideration should also be given to the health implications of falls into the water, due to water pollution or leptospirosis (Weil's disease).

Precautions

- Appropriate use of bridges, platforms, edges, gangways, etc.
- Observe warning signs/edge markings
- Store equipment where it will not cause a trip hazard
- Remove waste promptly
- Avoid slippery areas (caused by water weed, slime, bird droppings, etc.)
- Treat oily or greasy surfaces with salt or grit
- Take into account dangerous weather conditions (rain, rising winds, fog, mist, snow, ice)
- Wear appropriate footwear
- Observe relevant directives e.g. Environment Agency, Maritime, Coastguard, Rivers Trust

Substances Hazardous to Health

In addition to the above considerations, there may also be extra hazards when working close to, or in the water. These may include:

- Needles – may be present in the field. Possible control measures:
 - ✓ Wear suitable footwear
 - ✓ Avoid handling sharp objects and wear suitable gloves in the field

- Chemicals – Employees and volunteers should avoid handling chemicals. Where it is unavoidable, only trained staff or volunteers should use them and only in accordance with manufacturer's instructions
- Lyme Disease – A bacterial infection transmitted from animals to humans by the bite of an adult sheep tick. Hosts include deer, foxes, squirrels, sheep, gulls, mice and other rodents. A rash and fever may indicate infection and medical advice should be sought. To minimise the likelihood of infection:
 - ✓ Keep arms and legs covered as much as possible
 - ✓ Remove any ticks found on the skin
- Tetanus – Can affect anyone whose work involves contact with the soil and may enter the body through cuts, abrasions or puncture wounds. People should keep immunity up to date with boosters every 5-10 years. Check with your GP.
- Bites and Stings – People bitten by dogs, rats or other animals should seek medical advice due to risk of infection. In the case of a snake bite or an unusual or extreme reaction to any other kind of bite or sting, immediate medical advice should be sought.
- Weil's Disease – Leptospirosis is carried in rat urine which can contaminate water and wet banks. Infection can occur via breaks in the skin and through the lining of the mouth eyes or nose. Symptoms of infection include a flu-like illness which may lead to meningitis, jaundice or death. Reduce risks by:
 - ✓ Covering cuts with waterproof dressings and avoiding further contact with water until healed
 - ✓ Washing thoroughly before eating or smoking
 - ✓ Wearing boots if working in water to reduce the risks
- Toxicaria Canis – A micro-organism in dog faeces which can cause blindness. Avoid contact and wash hands thoroughly before eating or smoking.
- Plants - Bracken is toxic if ingested and has spores which may be harmful if inhaled in large quantities. Avoid contact with the sap and avoid working amongst bracken during the summer spring season from July to September.

Some plants can cause skin rashes either by contact with the outer cells or the sap. Giant hogweed is easily recognised, but other less obvious plants may also cause rashes. In general, wear gloves and keep arms and legs covered when walking through dense vegetation

Personal Protective Equipment

Even when controls and safe systems of work have been applied, some hazards may still remain; in which case the Risk Assessment will identify the need to wear some item of Personal Protective Equipment (PPE).

The Organisations have a legal duty to provide the appropriate PPE necessary for the task and ensure that it is worn when required and maintained or replaced as necessary.

As an employee or volunteer **you** have the duty to wear the PPE when the risk assessment identifies the need to wear it, and the task is being conducted.

Failure to comply with the need to wear or use PPE could lead to injury or illness and may result in disciplinary action.

There are many different types of PPE, some of which includes:

- Eye protection, such as goggles, to prevent objects or dust entering the eye, or chemicals splashing
- Foot protection, such as steel toe caps, to prevent injuries to feet and toes
- Gloves to protect the hands.

If you are supplied with PPE, you must ensure that:

- You know when to wear it, and ensure that you do wear it
- Store it safely so that it is kept clean and in good condition
- Report any defects and seek replacement
- Regularly inspect it and clean it as appropriate
- Report any problems to a manager.

Waste Disposal



It should always be remembered that someone else will have to handle material put into waste bins. Therefore, do not dispose of hazardous materials except in the approved manner prescribed for your area, and in approved containers.

Be especially careful with sharp objects of metal and glass, which should be well segregated before disposal.

Employees and volunteers working outdoors must take responsibility for the safe and responsible removal and disposal of all their waste products.

Health and Safety Information



Each of the Organisation's buildings will display an up-to-date copy of the 'What you should know' HSE poster; and:

- Statement of intent of **Angling Trust and Fish Legal** Health and Safety Policy.
- Copy of the Employers Liability insurance certificate.
- Named First aiders/nominated persons.
- Fire awareness.
- Fire drill action.
- Fire plan.

Home workers and volunteers should refer to their copy of the Health and Safety Policy and this Handbook.

The Organisations will also provide additional Health and Safety information as required via emails, team meetings and all staff meetings.

A Manager within the Organisations' buildings will ensure that these notices are kept up to date by way of a weekly inspection.

Work Equipment



This includes any equipment used in connection with work e.g. Laptops, Projectors, Tools, Trolley, Vacuum Cleaner, etc.

Generally, you must:

- Inspect any work equipment before each use, and report any defects.
- If portable electrical equipment, check that the PAT test label is in date.
- Only use work equipment you are trained to use.

Do not use damaged or broken work equipment

THIS PAGE TO BE RETAINED BY MANAGEMENT AS RECORD OF ISSUE

I confirm that I have received my Health and Safety Handbook.

I confirm that I have read and understood the contents of the Health and Safety Handbook.

Print Name:	
Signature:	
Date:	