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| **North of Scotland Gun Dog Association** |
| Health, Safety, Environmental & Animal Welfare System |
| Document Owner: Club Secretary |

**Version 01**

**Date: 17 April, 2017**

**Foreword**

This document was approved for adoption by the Committee of the North of Scotland Gun Dog Association on 14 March 2017.

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# **Health, Safety, Environment & Animal Welfare System**

# Purpose of this Document

This document sets out the policy and system for management for the North of Scotland Gundog Association (NOSGDA) (also referred to as the Club) on how they will manage Health, Safety, Environment and Animal Welfare (HSE&AW) issues when running gundog tests and trials.

# HSE & AW Policy Statement

To run gundog tests, training events and field trials in a manner which reduces risk to a level which is as low as is reasonably practicable with respect to the health and safety of all parties directly or indirectly involved or otherwise affected by the event, with minimal damage to the environment meantime adopting best practice in the welfare of the participating dogs and prompt collection and dispatch of quarry (in field trials).

# Management of Risk

The NOSGDA has a duty of care under common law to reduce risk in a manner which is ""reasonably practicable."" ref: <http://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm>

This document contains the elements of the Clubs overall management system for running events.

The "management of risk" is seen as the major vehicle for running Club events safely. The document has been:

* developed by experienced participants, gamekeepers and field trial judges
* aligns with the BASC Policy Statement <https://basc.org.uk/?s=Health%20&%20Safety> for syndicate shoots (we note that this statement indicates that participants may be considered “employees” in the eyes of the HSE, even though they are not paid for their work. Accordingly, we have developed this document along the lines of good practice for HSE in businesses and adapted the requirements to the needs of these events
* approved by our insurers as defensible in Scottish law if we comply fully with the systems and risk management as described.

The Club will be responsible for the mitigation of risks to a level which it believes will be practical and advising all persons attending the event of how risks will be managed generally while recognising hazards on the day. People attending the event will do so at their own risk within this framework.

# Guidance for Participants - Printed on Back of Entry Form

*This event will be conducted in strict accordance with our management system.*

*The NOSGDA has a duty of care for all persons attending the event, 3rd parties potentially impacted by the event, the environment and the welfare of dogs and quarry. As such, ALL persons attending the event are required to read and understand the following guidelines - the signature on the schedule for the event will be considered by the NOSGDA as the formal acceptance of your understanding and compliance. This will apply equally to guests on the day of the event.*

*All attendees have a responsibility to behave in strictly in accordance with these requirements in order to avoid putting themselves, others or the management of the event at risk.*

*The Chief Steward (CS) will have full and final authority on the day for all matters relating to HSE & AW.*

*Live ammunition will be fired at Trials. The Steward of the Beat (SoB) will be responsible for directing the line and the gallery. You are expressly required to stay in close proximity of the Flag Carrier when in the gallery. When joining or leaving the line, you will enter and leave as directed by the SoB (or a deputised person).*

*If an accident occurs, the event may be paused or stopped. The CS will manage the emergency response assisted by the SoB and the person in charge of First Aid. If you have professional medical expertise you should make this known to the CS who will decide on your involvement. Other participants must stay clear of the incident and permit the Emergency Response process to be implemented without interference.*

*You must comply with the following:*

* ***Fire Risk*** *- the event will be NON Smoking*
* ***Drugs and Alcohol*** *– on the day, are strictly forbidden prior to or during the event*
* ***Mobile phones or Cameras*** *- all competitors attending the event must switch off mobile phones and not use these or cameras throughout the duration of a field trial. (The SOB and CS will carry a mobile phone for emergency response purposes)*
* ***Children*** *– under the age of 16 will be the direct responsibility of the person who has brought them to the event*
* ***Dog fouling*** *- dogs will be exercised only in the area specified at the meet and waste removed immediately*
* ***Litter*** *- must not be left at the venue*
* ***Vehicles*** *- the SOB will have determined the route between the meet and the ground to be used for the event and will have made best endeavours to ensure that it is safe for vehicles. Use of your own vehicle will be entirely at your own risk - NOSGDA will not be responsible for any damage howsoever caused*
* ***Anti-field sport saboteurs interference*** *- your response must be strictly non-confrontational – verbally or physically. Guns will be made safe immediately and the Police informed.*

*The Club will make best endeavours prior to the event to advise participants of risks, restraints and hazards such as weather, terrain, insects, snakes, and the planned emergency response capability (participants and dogs), first aid and evacuation available on the day. This advice is for your guidance only. You should be aware that:*

* *Participation is based on your own assessment and is expressly at your own interpretation of the risk – which should not be confined to the guidelines provided*
* *Non-compliance Club guidelines may mean that that you are not covered by the NOSGDA Insurance and may well liable for any issues you are deemed to have incurred.*

*It is everyone’s responsibility to raise an appropriate alert if they observe anything which may cause a hazard or incident.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Risk Potential** | **Issue** | **Risk Mitigation Action*****(to be completed for each event)*** | **Risk Managed** | **Guidance** | **Responsibility** |
| 1 | **Insurances and Compensation** |  |  |  |  |  |
| 1.1 | Ensuring Compensation of victims of an incident and protection of the Club officers and Members from commercial risk. | That the NOSGDA has adequate and appropriate insurance to provide compensation for victims, protection for the organisers and members in the event on a legal claim. |  | Yes/ No | The KC requires that Gundog Clubs have appropriate insurance in place to cover claims arising from incidents during the event - irrespective of the KC requirement the Club as a collection of private individuals would require suitable insurance to be in place to discharge their Duty of Care.All insurance is contingent on the event being run in a competent and responsible manner - the HSE &AW Management System is a statement of how we will manage the event. For compensation of the victims in an incident, and the commercial protection of the Club Members (especially the Committee), the Insurer will be required to formally endorse HSE&AW system stating that it is aligned with the policy and if deployed as written is adequate to provide protection in the event of a claim.  | Club Secretary, Chairman |
| 1.2 | Back to back cover | Validation of 3rd party insurances |  | Yes/ No | NOSGDA has the final responsibility for the event and while they may transfer insurance responsibility to the host landowner and guns there is a duty to ensure that the 3rd Party insurances are in place - the NOSGDA must hold copies of these insurances and check that they are current and valid (scanned image or photograph of the document). | BS/ CS |
| **2** | **Role and Responsibilities on the day of Trial/Test** |
|  2.1 | Chief Steward CS (usually Breed Secretary BS) | The CS will in the opinion of the signatories have sufficient maturity and experience manage the event safely on the day - this must specifically include the management of any emergency response. |  |  Yes/ No |  If the CS does not, in the opinion of the signatories, have sufficient experience then the CS must be accompanied and mentored by a suitably experienced person e.g. gamekeeper who is an experienced competitor or experienced field trials judge. | All signatories |
|  2.2 | Steward of the Beat - HSE Experience | Must be experienced in managing a shooting day e.g. Gamekeeper or Shoot Captain and also understand where a trial differs from a regular shooting day and how the specific risks will be addressed. |   |   Yes/ No | The SoB must be a known person by informal reference e.g. a committee member or other experienced person can vouch for the experience.The CS and/or the Breed secretary will brief the SoB as deemed necessary. | All signatories |
|  2.3 | Judges - HSE Experience | Judges are made aware of the significance of HSE  |   |   Yes/ No | Invitation/ acceptance letter to/ from the Judge will emphasise this point.Trainee judges must be made aware of the NOSGDA HSE requirements. |  BS |
| 2.4 | Judges - AW Experience |  Judges (not the gun) will be ultimately responsible for the prompt dispatch of quarry.  |  |  Yes/ No | This may be at odds with KC rules e.g. trying a second dog. This point must be explicit in the Invitation/ Acceptance documentation | BS |
|  2.5 | Guns - HSE | Guns are experienced and safe shots and are familiar with shooting at a trial. They must be insured via a recognised field sports body |   |   Yes/ No | Known to the SoB, Club Member or other respected 3rd party.Referenced must be taken if they are not otherwise known.Copies of insurances must be sent to the BS/CS in advance of the event (e.g. photograph or scanned copy). | SoB if arranged by Estate or BS/CS if Club providing the guns |
|  2.6 | Flag Carrier and Control of the Gallery |  The Flag Carrier has an important role in keeping the Gallery close and following instructions given by the SoB. The person must be empowered to report persons who stray to the CS |   |   Yes/ No | A mature and suitable person should be chosen in advance of the event and instructed accordingly. | BS/CS |
| 2 | **Emergency Response for Accident or Illness**   |
| 2.1 | Unstructured and confused approach in the event of an Incident | Delay in getting treatment through:* Unclear responsibilities and muddled actions exacerbating the issue.
* Involvement of too many people giving views and opinions.
 |  |  Yes/ No | A simple and Practical Emergency Response Procedure is in place.The CS , SOB and First Aider must fully understand the emergency response process.Participants are required to stay away from the scene (back of schedule requirement) | BS/ CS  |
|  2.2 | Providing practical information on the day to help potential participants to decide if they wish to continue or not. | Highlighting the anticipated risks on the day of the event including: Use of Live Ammunition (Trials), Weather, Terrain, Insects, Snakes |  |   Yes/ No | Checklist to be completed by BS:* Live ammunition
* local weather conditions from www

SoB - local knowledge* Terrain
* insects and snakes
 | BS/ CS/ SoB |
|  2.3 | First Line Response | Providing an appropriate level of hands on First Aid in the event of a person being ill or injured. |   |   Yes/ No | Most Trials have Gamekeepers as SoB - who are required/ generally qualified First Aiders.  Where this is not the case a Qualified First Aider shall be requested to attend.A First Aid box will be carried by a nominated person e.g. Flag Carrier. | BS/ CS |
|  2.4 | Management of Casult(ies) | Ensuring that the best practical response can be made in the circumstances - often a remote location and/or inclement weather |  |   Yes/ No | Support Action in the event of an Emergency:* radio contact to manned Estate Office who will raise Emergency Services if there is not mobile phone signal
* Remote support via phone and/or radio
* worst case distance from vehicle to transport a casualty
 | BS/ CS, SoB |
| **3** | **Other Risks** |
|  3.1 | Fire Risk |  Massive damage can be caused to moorland and/or forest if a fire is initiated and gets out of control. |  |   Yes/ No | All events are non-smoking.Requirement on rear of Schedule | BS/ CS |
|  3.1 | Drugs and Alcohol | Personal safety and safety of others |  |   Yes/ No |  Drugs and Alcohol not permittedRequirement on rear of Schedule | BS/ CS |
|  3.3 | Mobile Phones and Cameras |  Misuse for sabotage of sport or the creation of contentious issues |  |   Yes/ No |  Mobile phones and cameras switched off or left in vehiclesRequirement on rear of Schedule | BS/ CS |
|  3.4 | Protection of Children | Mistreatment of children |  |   Yes/ No | Responsibility of accompanying adult for any children under the age of 16.Requirement on rear of Schedule | BS/ CS |
|  3.5 | Other 3rd Parties i.e. hill walkers, residents on farm land venues | Walkers misunderstanding the event and straying into shoot area . |  |   Yes/ No | SoB posts notices that a "shoot is on progress" as appropriate - on farmland advises local residents in advance.SoB is vigilant and will advise on action i.e. halt the event until safe to resume.All participants to immediately raise an alert if there is a concern (back of schedule) | SoB |
| 3.6 | Anti Field Sport Saboteurs | Violence erupts due to interference of saboteurs |  |  Yes/ No | The HSE&AW Policy document will contain a process which outlines the actions by the participants - and the specific responsibilities in such an event.All persons holding roles - specifically the BS/CS, SoB and Guns must be totally aware of the actions and adhere strictly to these  | BS/ CS, SoB |
| **4** | **Animal Welfare** |
| 4.1  | Dogs sustaining injury or illness | Earliest professional help available in the event of an incident |  |   Yes/ No | Vet on call | BS/ CS |
| 4.2 | Unnecessary suffering to wounded game | Collecting wounded game deemed by the judges not collectable within the framework of the trial |   |   Yes/ No | An experienced dog and handler who is not part of the trial and must be present throughout the whole event and afterwards if necessary. | BS/ CS |
| **5** | **Environment "No Trace" Policy** |
| **5.1** | Dog Fouling | Health issue and respect to host |  |   Yes/ No | BS/ CS to arrange exercise area in advance of trialExercise area at meet | BS/ CS, SoB |
| 5.2 | Litter  | Respect to host and environmental protection |   |   Yes/ No |  Participants expected to take litter with them Provision may be made by SoB | BS/ CS, SoB |
| 5.3 | Vehicles | Off Road driving/environmental damage and safety |  |   Yes/ No |  Steward of the Beat will determine route and parking location and advise on the need for off-road vehicles | BS/ CS, SoB |
| 6 | Other Risks (any risks not covered in above should be identifies and the mitigations documented following) |
| 6.1 |  |  |  |  |  |  |
| 6.2 |  |  |  |  |  |  |

Approvals:

We hereby certify that we believe that the necessary actions have been taken to mitigate the risks and that this event should take place:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Breed Secretary/ Breed Secretary | Chief Steward (if not the Breed Secretary) | Club Secretary | Club Safety Officer (if a person is appointed) | Club Chairman |
| Name: | Name: | Name: | Name: | Name: |
| Signature: | Signature: | Signature: | Signature: | Signature: |
| Date: | Date: | Date: | Date: | Date: |

# **Roles and Responsibilities of Committee Members**

## Chairman

The Chairman has total and final responsibility for ensuring that the NOSGA has a:

* competent policy supported by a comprehensive delivery mechanism for the management of risk to levels which would be deemed acceptable in the eyes of the law and appropriate regulatory bodies, in particular the HSE
* system in place for the management of HSE&AW which has:
	+ Clearly defines the responsibilities for all parties who endorse and administer the system
	+ Has a mechanism to ensure periodic challenge and review
	+ Is kept up to date with contemporary practises and/or changes in the law and readily accommodates the adoption of these
	+ Has a process for audit and continuous improvement which is independent of the person administering the system and formally reports findings freely and without prejudice to the Chairman for corrective action

The Chairman will moreover give active and visible support to the philosophy of this approach and be seen to be active in its deployment.

## Club Committee

The Club Committee has the following role:

* Formally endorsement of the policy and approval of the supporting system for the management of risk
* Supporting the Chairman in the evaluation and deployment of changes to the system
* Being proactive in the adoption and deployment of the system, constructive in critique and embrace improvement

## Club Secretary – Administrative Responsibility:

The Club Secretary has the following responsibilities:

* Administration of the HSE&AW management system in an efficient and effective manner directly and through other Club officers in particular the Breed Secretaries
* Ensuring that all updates to the system are incorporated in a timely manner
* Review and approval of the completeness of the approach for each event organised by the Breed Secretaries

## HSE & AW Representative (if Appointed)

The HSE&AW representative will provide a formal independent audit report directly to the Chairman on the HSE & AW process on an annual basis and additionally on an “as required” basis should any incidents arise.

The report will be part of the NOSGA records and retained for review and inspection by an appropriate outside body.

## Chief Steward (generally Breed Secretary)

The Chief Steward has full and final responsibility on the day of the event for HSE&AW:

* To be fully familiar with and ensure the event is run in accordance with the HSE&AW guidelines
* Liaison with the Steward of the Beat in advance on the:
	+ selection and validation of the guns as experienced shots
	+ validation of insurances for the ground and guns
	+ nature of the ground and other potential hazards on the day
	+ management of 3rd party issues e.g. erection of “shooting in progress signs,” advising residents of the event
* Selecting and briefing the Flag Carrier and making sure that the person fully understands their role and responsibilities
* Liaising with the Steward of the Beat to ensure that the routes chosen are clearly understood and that the Flag Carrier is kept aware of these by the Steward of the Beat to ensure the gallery are taking the safest route
* Ensuring that there is a picking up dog and handler present
* Arrange for a VET to be on call
* Ensuring that there is a First Aider present and a First Aid Box is carried

On the day of the event the BS/CS will:

* Ensure that all non-competitors (and those taking a run on the day) have signed the schedule to indicate that they are aware for the nature of the event
* Provide a welcome talk – see Appendix 1

## Flag Carrier

The location of the Gallery is seen as a critical factor in the safe management of the event.

The Flag Carrier must

* Keep Flag visible at all times
* Follow the route as directed by the Steward of the Beat
* Promptly inform the Chief Steward if there are any concerns e.g. person(s) not remaining in the group.

Note: The Flag Carrier is not responsible for participants staying close to the flag – this is an obligation of the participants which they have agreed to and reminded of by the Chief Steward at the commencement of the event. The Chief Steward is not expected to cajole or nag persons lingering behind and jeopardising the safety of the event.

## Steward of the Beat

The Steward of the Beat is generally the Landowner or Tenants representative, usually not a club member – generally the Gamekeeper or Shoot Captain.

The Steward of the Beat has the following responsibilities:

* Selection of the ground – identification of hazards in getting to the meet and/or ground, parking and advising the Chief Steward of these location on the day
* Selection of guns - will ensure that they are insured through membership of sporting body e.g. SACS, SGA, BASC, and have validated their experience of shoot safety at such an event
* Selection of bag carriers
* To advise guns and bag carriers in advance that no alcohol or drugs are be taken prior to or during the trial
* Guiding the line and the Flag Carriers route during the trial to ensure the safest route for both and that members of the public are not exposed to risk
* Advising Chief Steward of any arising hazards e.g. fog and using local knowledge recommend action
* In the event of an incident having the means to communicate with emergency services

NOTE: Where the NOSGA makes a direct arrangement with a landowner who does not supply a Steward of the Beat and selects its own guns then NOSGA will:

* Recognise that this is a departure from the normal way in which they operate trials and that the Chief Steward will be responsible for ensuring that all requirements which the landowner and Steward of the Beat would normally undertake are duly fulfilled.
* This will be done in collaboration with at least one other committee member and approved by the Chairman.

# **Appendix 1 - Briefing Notes from the BS/CS to the Participants (first draft)**

Welcome to this ----- event.

We are here by kind permission of ----

Introductions:

1. SoB
2. Judges
3. Flag Carrier

We want to make the event enjoyable, safe for everyone and provide you with an opportunity to run your dogs.

Reminder:

* Everyone participating in the event MUST read and sign the schedule to indicate that they understand the HSE&AW aspects of how the event is organised and run
* Confirmation from the audience …

Our guidance on the anticipated risks is as follows:

|  |  |
| --- | --- |
| Risk | Guidance |
|  |  |
| Live ammunition being fired | Stay with the Flag – do not strayFollow instructions about joining and leaving the line |
| Weather from www |  |
| Insects |  |
| Snakes |  |
| Transportation and Parking |  |
| Terrain - hazards |  |
| Contact with the emergency authorities |  |
| First Aider |  |
| Furthest distance from a vehicle in the event of an incident |  |
| Vet on Call |  |
| Other … |  |

Reminder:

* this is our best understanding of the circumstances which might put you at risk
* it is your decision to participate
* anyone not wishing to participate – please let me know now
* any questions

The event has begun – enjoy your day.

# **Appendix 2 - Emergency Response Procedure**

The following key members managing the event must read and confirm that they have understood this procedure including:

* Chief Steward
* Steward of the Beat
* Flag Carrier
* Guns
* First Aider

These persons will respond accordingly:

* Chief Steward:
	+ will halt the event immediately and instruct guns to remove all ammunition from chambers and carry guns broken
	+ go immediately to the source of the issue and evaluate the severity – and be prepared to alert the Police/ Ambulance if there is concern that the issue is beyond the capability of the First Aider (or any professional medical expertise attending the event)
* Steward of the Beat (in conjunction with the Chief Steward) – take control of the situation:
	+ Cluster the gallery and line to a safe location away from the issue – with the Flagman acting as the anchor point
	+ Be firm and calm and engender a clear sense of non-intrusion
	+ Assess the situation for evacuation of the casualty and discuss with the Emergency Services
	+ Take video evidence if possible

# **Appendix 3 - Anti Field Sports Lobbyists and Saboteurs**

The following key members managing the event must read and confirm that they have understood this procedure including:

* Chief Steward
* Steward of the Beat
* Flag Carrier
* Guns

These persons will respond accordingly:

* Chief Steward:
	+ will halt the event immediately and instruct guns to remove all ammunition from chambers and carry guns broken
	+ go immediately to the source of the issue and evaluate the severity – and be prepared to alert the Police if there is an indication of disruptive behaviour
* Steward of the Beat (in conjunction with the Chief Steward) – take control of the situation:
	+ Cluster the gallery and line to the safest position possible with the Flagman acting as anchor point – and endeavour to keep disruptive parties separate from the participants
	+ Be firm and calm and engender a clear and non-confrontational atmosphere
	+ Take video evidence if possible