

Thanet Archery Club
Committee Meeting minutes.



Saturday 11th March 2023 11:30am at:

**Frank Pullen Building,
Thanet Archery Club,
Kent International Airport,
Manston.
CT12 5BL**

1/ Apologies – Dick Bailey, Dave Batchelor

2/ Present –David Brown, Chris Bullen, Lewis Bullen-Steed, Mike Davis, Andy Doyle, Anne Fretwell, Helen Fox, Bob Gawler, Pete Verrall, Jim Whiddett.

3/ Acceptance of minutes of previous meeting – N/A

4/ Officers Reports – None.

5/ Matters Arising

a/ Risk assessment – Jim sent out draft RA to committee and had a few comments back.
- Safety data sheets (SDS); we now have small plastic box folder with all the which can be fixed to the kitchen wall so that everyone knows how to handle them. As long as we carry on purchasing/using the same products we don't have to produce any more SDS's. If we do get anything different, advise Jim who will acquire the SDS's and put them in the folder. The 2 which carry the greatest risk are the petrol (stored outside) and another which is dangerous to aquatic life, but as we're nowhere near the water table or intending to empty it down the loo or down the drain, it's not an issue.

- Electrical safety; with all the cheap imported appliances available, he also showed us an easy-to-use slot-in test card to check that a mains appliance has a proper BS1363 UK plug. Checks profile of plug, orientation/length of pins, etc. No need to do existing appliances as they've already been used safely. Fred asked if it's worth getting some safety blanking plugs to make unused sockets toddler-proof. Mike thought it was unnecessary as we don't have toddlers in the building. If we do get under-3's in the building i.e. during the Easter Have-a-go, we should restrict toddler access to the kitchen, toilets and one of the meeting rooms so we only need to make those room toddler-safe.

Mike also asked what we need to do with the risk assessment now we have it. Andy D said that all we need to do is to file it, put it on the web site for members to read if necessary. The RA is there to demonstrate that we are aware of the risks and that we have practices/rules in place which minimise those risks. We don't have to state

comprehensively in the RA what those rules are because they're already in the booklet.

- Fire safety; as regards fire evacuation, it's not a big building " get out by the nearest fire exit, assembly point by the What3Words sign in the car park, phone 999". Two battery smoke alarms need to be purchased, Assembly point needs to be marked with the correct sign. Fire risk assessment to be displayed in kitchen and mower hut.

b/ Lone/sole shooting – Mike has been doing some thinking about this with help from Andy Doyle and produced a risk assessment. Mike's main concerns (injury/health emergency while shooting alone, not noticing people walking up the road while shooting) are actually quite low-risk already. However it would reasonable to set some guidelines similar to those commonly used for lone working, it would be the archer's responsibility to ensure that:

- someone knows when they will be at the field.
- someone knows when they will leave to return home.
- this person is able to come and pick them up and/or phone the emergency services if necessary.

An archer must also sign a disclaimer accepting responsibility for their own safety and stating that they will abide by these guidelines. Ashley Greenslade has written a little app where members can put in a request to sole-shoot accepting the disclaimer, which will go to the committee. The committee will then have to decide whether that person is responsible/healthy enough to shoot alone and that will stand until either the disclaimer rules need to be changed or the individual concerned notifies us of a significant change in their health. It goes without saying that we have a responsibility under GDPR to keep such personal information confidential.

Comments:

- Andy Doyle commented that we have to be careful about taking too much responsibility as a club for this. Our responsibility is to demonstrate due diligence, not micro-manage people.
- Pete V agreed, given that we are not health professionals.
- Bob doesn't expect many members to want to shoot alone, given that most see it as a social activity.
- Pete V asked if we would be making a distinction between shooting entirely alone and shooting alone on a different range. General feeling that there should be no distinction between the two, as people shooting on different ranges may arrive/leave at different times and not even be aware of their presence, esp. on the 3D range.

6/ Outstanding general action points. - N/A

7/ A.O.B.

Easter Have-a-go – Helen to get supplies from Bookers to store in Anne's Winter Parlour. Send receipt to James P for refund. David Brown asked if we've catered for sufficient numbers as it's likely to be quite popular, wouldn't want to run out of eater eggs part-way through. Helen said Mark will be on hand to dash up to Bookers for some more if necessary.

Meeting ended:- 12:05pm

Next meeting:- Monday 20th March.