

WEST PARK UNITED

HEALTH & SAFETY POLICY AS AMENDED BY MANAGEMENT COMMITTEE MEETING ON 26 MARCH 2016



West Park United Football Club (hereafter referred to as "The Club") is committed to a safe environment for all players, volunteers (all levels) and coaches. It will promote standards of health, safety and welfare within football and will ensure compliance with all relevant statutory provisions. The Club will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through regular audits and reviews.

Appropriate instruction and training will be provided together with adequate resources to ensure that the successful management of health and safety is carried out within the Club and that this policy is collectively implemented. This policy together with arrangements and procedures, will be reviewed regularly and revised and updated as necessary.

HEALTH & SAFETY POLICY:

To support our Health & Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club
- Create a safe environment by putting health & safety measures in place as identified by the assessment
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development
- Ensure that all members are aware of, understand and follow the club's health & safety policy
- Appoint a competent club member to assist with health and safety responsibilities
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during any club activity or whilst on the club premises
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
- Co-operate with the club on health & safety issues
- Correctly use all equipment provided by the club
- Not interfere with or misuse anything provided for your health, safety or welfare.

HEALTH & SAFETY POLICY INFORMATION

Introduction

Health and safety is important to all clubs and organisations. Clubs have a legal obligation towards the health and safety of volunteers.

As a start, the club should demonstrate its commitment to the protection of its members and volunteers against the risk of harm or injury by producing a Health and Safety Policy (see Resource Template). It is important to write the policy in consultation with the club committee and the club members so that as many people as possible understand the policy and therefore are more likely to put it in to practice and adhere to the regulations.

To protect the club, and to ensure that you monitor and learn from all accidents and injuries, you should keep an Incident Log (see Resources Example) to record all such events affecting club members and visitors, whether on or off the premises

Duty of Care

The duty of care is a general legal duty on all individuals, football clubs and governing bodies to avoid carelessly causing injury to persons. The system has developed over many years and it is relevant to all, regardless of the size of your Club, its income or whether you have paid staff.

A duty of care can arise in many ways, such as:

- √ Training and match days
- √ Loaning equipment to others
- √ Fund-raising walks, events and sponsored runs
- √ Hosting tournaments and competitions
- √ Organising day trips
- √ Selling food at events.

The Health & Safety Executive (HSE)

Any club employing staff must register with the Health and Safety Executive. Clubs with volunteers only do not normally have to register. Clubs with volunteers only, do not normally have to register their activities unless they are classed as dangerous activities.

The HSE often works with the National Governing Bodies (NGB's) of sport to develop guidance on the approach to risks, however self-regulation also plays an important role in the majority of sports. Clubs that own or are responsible for premises or buildings must register with the local Fire Authority. Clubs that prepare, store, supply or sell food on five or more days in any five week period must register with the local Environment Health Department.

The HSE have not published any information specific to football clubs, however in conjunction with the Charities Safety Group, they have published a guidance book 'Charity and Voluntary Workers, a guide to health and safety at work', this publication states: "In general, the same health and safety standards should be applied to voluntary workers as they would to employees exposed to the same risks. However, if the risk assessment shows that the risks to voluntary workers are different, the preventative and protective measures taken should reflect the different risks. HSE considers it good practice for volunteers to provide the same level of health and safety protection as they would in an employer/ employee relationship, irrespective of whether there are strict legal duties".

This publication also gives general guidance with regards to how health and safety legislation applies to voluntary workers, and is available from HSE books. The Health and Safety Policy template provides examples of good practice and guidance on the contents required. Each club's policy will differ depending on the sport, the type of club premises, if the club owns or hires its facilities, if it has paid employees, junior members or participants with special needs etc. You will also require an

Incident Log in which to record all accidents, injuries and incidents affecting members and visitors both on and off your premises.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

In order to discharge the duty of care to provide a safe environment for Football it is necessary to identify hazards, assess the associated potential risks, then take action to eliminate the hazard. Failing this, action must be taken to either eliminate the risks or reduce them to an acceptable level to the respective activities.

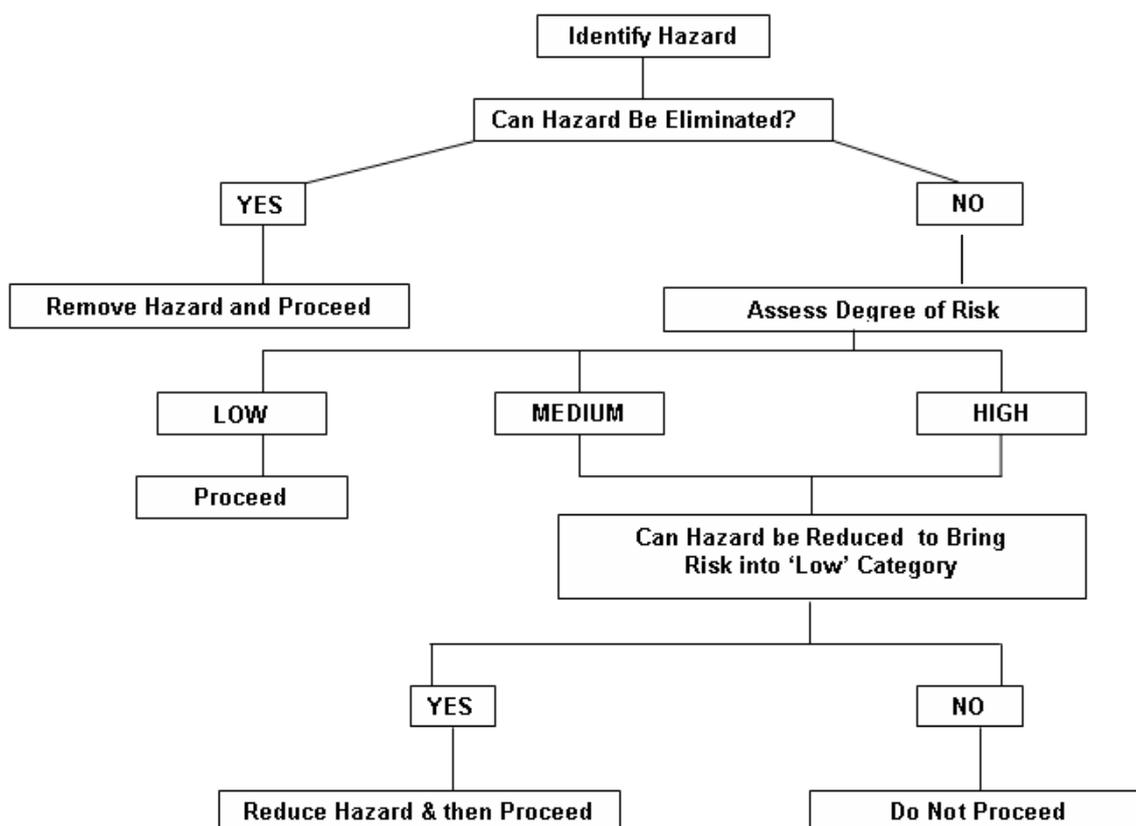
Within the context of Football, risk must be assessed in terms of:

Low Risk - No risk or minimal risk of injury

Medium Risk- Some risk of injury

High Risk - High risk of injury

Note; Only if the risk has been assessed as 'Low' should a match, activity or training session be permitted to proceed. The following diagram outlines the procedures to be followed:



DEFINITIONS

HAZARD:

A hazard is something with the potential to cause harm to an individual. This can be an object, an activity and even a substance. In football, examples would include the following:

Objects- goalposts, fencing, nets, studs/football boots etc.

Activity- playing games, training activities, travel, matches etc.

Substance- eg. water on playing/training surfaces, also in the form of ice, snow, or foreign objects etc.

RISK:

Risk expresses the likelihood that the harm from a potential hazard is realised. Risks are normally categorised as **low, medium or high**.

The principles of Risk Assessment are:

- a) Identify the hazard
- b) Identify those who might be harmed and how.
- c) Evaluate the risk (low, medium or high) and decide whether there are existing precautions and if these are adequate or are more required.
- d) Record the findings.
- e) Review the assessment and revise if necessary.

RISK ASSESSMENT

A formal and recorded process to weigh up the suitability and safety of any activity by identifying the hazards that could potentially cause harm and taking the appropriate precautions or actions required to prevent harm or injury.

The risk assessment should be undertaken by a 'competent' person,. Ask other club members or committee members what they think as they may have noticed things which are not immediately obvious.

Make an inventory of club activities and tasks.

Identify the hazards for each of these activities – on and off site – and decide if the hazards are minor or significant.

Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.

Decide if the risk is acceptable and prioritise the significant hazards – identify whether the risk is high, medium or low by deciding which could result in serious harm or affect several people - see over page for more details on prioritising risks.

Select method of control – check that all reasonable precautions have been taken to reduce the risk and avoid injury, however be aware that even after all precautions have been taken, some risk usually remains

Record the findings - keep the written record for future reference, it can help if you become involved in any action for civil liability. It can also remind you to keep an eye on particular hazards and precautions.

Implement measures to reduce the risks

Monitor – ensure that the standards are maintained.

Regularly review – it is good practice to review your assessment to make sure that the precautions are still working effectively.

Normal Operating Procedures (NOP) Template

Operating Procedures set out how all the various common functions of your football club are carried out. These will be specific to your particular circumstances. Recording these arrangements in a Manual and bringing them to the attention of all relevant people will both inform them and protect your club from potential actions in the event of an incident occurring.

THE NORMAL OPERATING PROCEDURES MUST BE SPECIFIC TO THE CLUB'S CIRCUMSTANCES.

The NOP should follow headings such as:

1. Supervision of Junior sessions

- Identify the number of qualified first aiders required
- Identify the numbers of qualified coaches required
- Coach to participant ratios.

2. Junior Misbehaviour

Should unacceptable behaviour continue a final warning should be given by the head coach. If rules are continually disobeyed the child should be asked to leave the session. The child's parent/ guardian should be contacted and asked to pick them up, if they are not available then the child should be asked to sit by the side of the session put on warm clothing and have a drink!!!

3. Risk assessment

Regular and recorded risk assessments must be carried out for all on and off site activities.

- a) Identify potential hazards which could reasonably be expected to result in significant harm
- b) Identify who might be harmed
- c) Consider existing controls - is the risk of significant harm low / unlikely, medium / possible or high / probable
- d) Where the risk is identified as medium or high, identify the action required
- e) If the risk is low, further precautions are optional and the activity may proceed
- f) Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds
- g) If the risk is high, the risk should be significantly reduced before commencement of the activity.

4. Injury and incident reporting

To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995, it is a legal requirement to immediately report all accidents and dangerous occurrence incidents.

This report must be made to the committee who shall make a detailed record in the accident book of the accident/ dangerous occurrence and decide if the HSE should be informed.

All incidents which require police involvement (i.e. theft, assault) must be recorded in writing by completing an accident/ incident report form.

There is a statutory requirement to keep accident records for a period of 3 years.

5. Erecting and Dismantling Equipment

All equipment must be erected and dismantled with due regard for the health and safety of self or

other members. In all cases equipment shall be set up in accordance with best practice as defined by the sports governing body, manufacturers, suppliers and any training.

Under no circumstances should high risk equipment be left unattended once erected.

Members or staff should only be asked to erect equipment in which they have previous experience, knowledge or training.

All identified defective equipment should be removed to a safe and secure place of storage and marked 'out of order'. Defective equipment must be brought to the attention of the committee who shall make arrangement for repair and replacement.

6. Facility Opening Procedure

- Open main doors and immediately turn off the security alarm
- Carry out a quick tour of the building ensuring that all corridors and fire doors are clear of obstructions
- Remove float from safe and place in till etc., etc....

7. End of day procedures

- Ensure all money is reconciled and locked in safe
- Check all windows are closed and lights are turned off
- Check all internal doors are closed
- Set alarm systems and lock front doors

Emergency Operating Procedures Template

Date Issued:

THE EMERGENCY OPERATING PROCEDURES (EOP), OFTEN REFERRED TO AS THE EMERGENCY ACTION PLAN (EAP) should be devised to assist club members in the event of any emergency situation arising. It is vital that all club members are aware of and understand these procedures. It is recommended that they are displayed in a prominent place i.e. club notice board if nearby to the training/ match facilities.

The procedures may vary in content depending on the size of the club or if the club owns the facility, club house, changing rooms etc. It is the responsibility of the club to ensure that its members are aware of all emergency procedures. However, if the club uses hired facilities then the facility manager should provide the emergency operating procedures.

Out of hours emergency contact numbers:

Person in charge of the following incidents:

The following procedures are based on a club which owns a large club facility. The EOP should follow headings such as:

1. First Aid

A first aid kit is located:

The nearest telephones are located:

Should a member of the club require first aid treatment a first aider should be summoned by the quickest available means. NB. A qualified first aider should be in attendance at all club sessions.

Most emergencies can be resolved by an on the spot response, however in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, formal procedures must be in place i.e.:

Minor Injury e.g. small cut, graze, bumps, bruises

- a) Take appropriate First Aid action
- b) Make provision for the injured person to rest or continue as appropriate
- c) Record any incident or injury and complete the accident book/ forms.

Major Injury

- a) Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.
- b) Telephone the next of kin.
- c) Record any incident or injury and complete the accident book/ form.

2. Contacting the emergency services

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the 'control room' for these services may not be local, do not expect the operator to know where your club is located.

Procedure:

- Keep calm, speak clearly
- Give your name - state the service(s) that you require
- Give full name, address and telephone number of the club/ facility/ school
- Location, details and time of the accident/ incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible.

3. Fire

On discovering a fire the nearest fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the club committee to ensure that all members and staff understand the basic fire precaution arrangements and procedures:

- The location of fire alarms and how to use them
- The location of fire exits
- The location of assembly points
- The location of fire extinguishers and fire fighting equipment

A fire point should be allocated. If evacuation is necessary it is important to remember the following golden rules:

- Do not panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- No heroics – People before property
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers and once at the assembly point account for all participants and coaches
- Do not use any lifts
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and complete the accident book/ form.

4. Theft or facility break in

Complete an incident report form to record the name, address and telephone number of the person whom the theft has occurred against. The person should be asked if they wish the theft to be reported to the police.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed that this is the course of action being taken.

If the person is still on the premises then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive. An incident report form should be completed.

5. Assault

Should an actual or alleged assault incident take place the senior club official available should be informed or summoned if on the site.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken). Where injury has been sustained, first aid should be provided and if necessary the ambulance and police service should be called. An incident report form should be completed.

6. Drug / alcohol abuse

All persons found to be under the influence of drugs and/ or alcohol shall be escorted off the club site by the most senior club official available. It is important that club members or staff do not unduly place themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police service should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

In such cases discarded items such as drug packaging should be brought to the attention of the ambulance service; this information may be vital to the emergency services to enable them to provide the appropriate care and treatment.

7. Lost person

In the event of losing a person i.e. in a leisure facility, an announcement should be made over the public address system requesting them to come to the meeting point. In the case of children, do not mention that they are lost.

Do not request the assistance of members of the public in the search (i.e. 'we have a lost child – has anyone seen them?')

Should the lost person not be located after an extensive search it may be necessary to call the police service (i.e. vulnerable persons).

I have read and understood the information contained in the Emergency Operating Procedures.

Name:

Position held within club:

Signature:

Date:

Attachments :

WP17 - Club Risk Assessment

PROCEDURES:

1. Identify potential hazards which could reasonably be expected to result in significant harm
2. Identify who might be harmed
3. Consider existing controls - is the risk of significant harm low/ unlikely, medium/ possible or high/ probable
4. Where the risk is identified as medium or high, identify the action required
5. If the risk is low, further precautions are optional and the activity may proceed
6. Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds
7. If the risk is high, it is essential that the activity does not proceed until the risk has been significantly reduced

RISK ASSESSMENT FOR JUNIOR MEMBERS

'This year about 10,000 children and young people will be permanently disabled as a result of an accident' (Child Accident Prevention Trust)

The evidence proves that children are particularly susceptible to harm or injury. In reaction to the above shocking statistic it is hoped that all club's ensure that formal and regular risk assessments are in place to prevent and reduce the risks of junior members being harmed or injured.

Junior Club Sessions

The [risk assessment process](#) for junior sessions should only require the same procedures as your normal risk assessment process. You must be aware that many children have a lack of fear and they do not see the danger. Therefore ALL hazards, even those which have been rated as a minimal or tolerable risk must be regarded as a priority and actions must be put in place to reduce the risks. There is a [risk ratings schedule](#) to assist in planning the action to take.

It is unlikely that risk assessment is a new process to any club or coach, as informal risk assessment takes place at every session. All coaches and club helpers automatically assess the risks before and during their sessions. For example the coach arrives at the site early to set up the session and carry out a visual inspection to check for any unsafe conditions, any sign of damage to the equipment or facility which may cause a hazard.

It is recommended that all coaches continue to do their informal risk assessment, but this should also be backed up by a regular formal, written report.

The risk assessment should look for and correct any problem which may cause injury or harm, depending on the nature of the setting, resulting from:

- Breakages, weather damage or vandalism
- Rubbish or animal faeces
- Inadequate cleaning
- Blocked access to emergency exits or along walkways
- Instability of large equipment, fences or barriers
- Dirty water in playing/training areas
- Non functioning of door or gate locks.

Safety Briefing for Junior Members

It is important to brief junior members on their responsibilities for protecting themselves and others against injury or harm. They should be encouraged to enjoy the sessions and enjoy new experiences without being subject to high risks. Ensure that all participants:

- Wear the correct football clothing e.g. Boots and not trainers
- Wear the correct protective clothing e.g. shin pads
- All clothing and protective clothing fits correctly and laces are done up properly
- Remove all jewellery, chewing gum etc.
- Are familiar with the environment in which they are playing, point out any potential obstructions or hazards
- Report any damage to equipment to the person in charge
- Warm up so that they are ready for exercise
- Always listen to instructions

Bring a drink with them to every session

In the sun – wear a hat, long sleeved T-shirt, high protective sun cream

STAFFING RATIOS

Through the SFA Quality Mark there are set minimum ratios for coaches/leaders to young people for coaching young people under the age of 18 years. The following circumstances should be considered for adjusting the ratio's of children per coach:

The nature of the activities

The sex, age, attitudes, disability, behaviour and competence of the young people

The extent to which people with special needs are included within the group

The competence, experience and expertise of the coaches

The duration and nature of the travel to and from the activity

The type of venue

The weather conditions

The need to maintain a complete programme of supervision

The risk assessment for each activity – high, medium or low risk

Providers of open access activity (as defined in The Children Act 1989) should use the ratio of 1:8 as a guideline for all activities involving 4.5 to 8 year old children. Therefore the club must ensure adequate numbers of staff to organise these activities. A ratio of 1:10 is recommended for children aged 8 years plus, although the Quality Mark states a ratio of 1:20 for coaching sessions as a minimum.

In any club situation it is highly recommended that TWO ADULTS SHOULD BE PRESENT AT ALL TIMES with a group of children. This protects the children and also the coach from difficult situations or false allegations and should form part of a club's [child protection procedures](#). Whenever possible ensure that there is a balance of MALE AND FEMALE SUPERVISORS for all activities regardless of whether the group of children are boys, girls or mixed. For all activities at least one adult must be a qualified first aider.

The responsibility delegated to all accompanying adults (coaches, instructors, leaders or helpers) should be clearly understood by all, including the children under their care. Thorough briefings for accompanying adults are vital. When a volunteer assumes the role of coach it is essential that he/she is appropriately approved for the activity and relevant insurance's are in place.

People with special needs

The safety of people with special needs requires more consideration and planning, as what may be a low risk activity for most individuals, could be a high risk activity for those with special needs. Attention should be given to:

- √ Access to the site and its facilities
- √ Security Arrangements
- √ Medical needs
- √ Additional support staff and carers
- √ Dietary requirements
- √ Emergency procedures and specialist advice in an emergency

GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

Step-By-Step Advice for Club Members

NAME OF CLUB

1. Stay calm but act swiftly and observe the situation.
2. Is there danger of further injuries?
3. Listen to what the injured person is saying.
4. Alert the first aider who should take appropriate action for minor injuries.
5. In the event of an injury requiring specialist treatment, call the emergency services.
6. Deal with the rest of the group and ensure that they are adequately supervised.
7. Do not move someone with major injuries.
8. Wait for the emergency medics.
9. Contact the injured person's parent/carer.
10. Complete an incident/accident report form.

Attachments :

WP18 - Club Incident Report Form

FIRST AID

It is highly recommended that at least every team in your club has at least one coach who is First Aid qualified. A certificate is issued to candidates who complete a course and reach the appropriate standard in casualty care which is valid for 3 years. The course can be completed in one day and is approximately £30 per candidate.

General information about First Aid equipment:

It is essential that first aid equipment is checked frequently, therefore ensuring sufficient quantities and all items are usable. Always replenish contents of the first aid boxes and kit as soon as possible after use. Items should not be used after the expiry date shown on packets.

On-site first aid equipment

First aid boxes should be made of suitable material and designed to protect the contents from damp and dust. First aid box should be clearly identifiable. The first aid box should contain only those items which a first aider has been trained to use.

In most cases the first aid box should contain the following:

- √ One guidance card & contents card
- √ Individually wrapped sterile & waterproof adhesive dressings (assorted sizes), appropriate to the club environment
- √ Sterile eye pads, with attachment
- √ Six individually wrapped triangular bandages
- √ Safety pins
- √ Medium & large sized, individually wrapped, sterile un-medicated wound dressings
- √ Antiseptic tissues, sterile water or saline in sealed disposable containers
- √ If emergency blankets are provided, store alongside equipment & in such a way as to keep them free from dust & damp
- √ Disposable aprons and plastic gloves should be provided near the first aid materials
- √ Blunt ended scissors should be kept where there is a possibility that clothing or material needs to be cut
- √ Plastic disposable bags for soiled or used first-aid dressings should be provided.

Travelling or outdoor first aid

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:

- √ Card giving general first-aid guidance
- √ Individually wrapped sterile adhesive dressings
- √ One large sterile un-medicated dressing
- √ Two triangular bandages
- √ Safety pins
- √ Individually wrapped moist cleansing wipes

In addition, it may be necessary to purchase sports specific first aid equipment depending on the nature of you activity e.g. stretcher etc.