



HEALTH AND SAFETY POLICY

Westdyke Community 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 Westdyke Community Club



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.

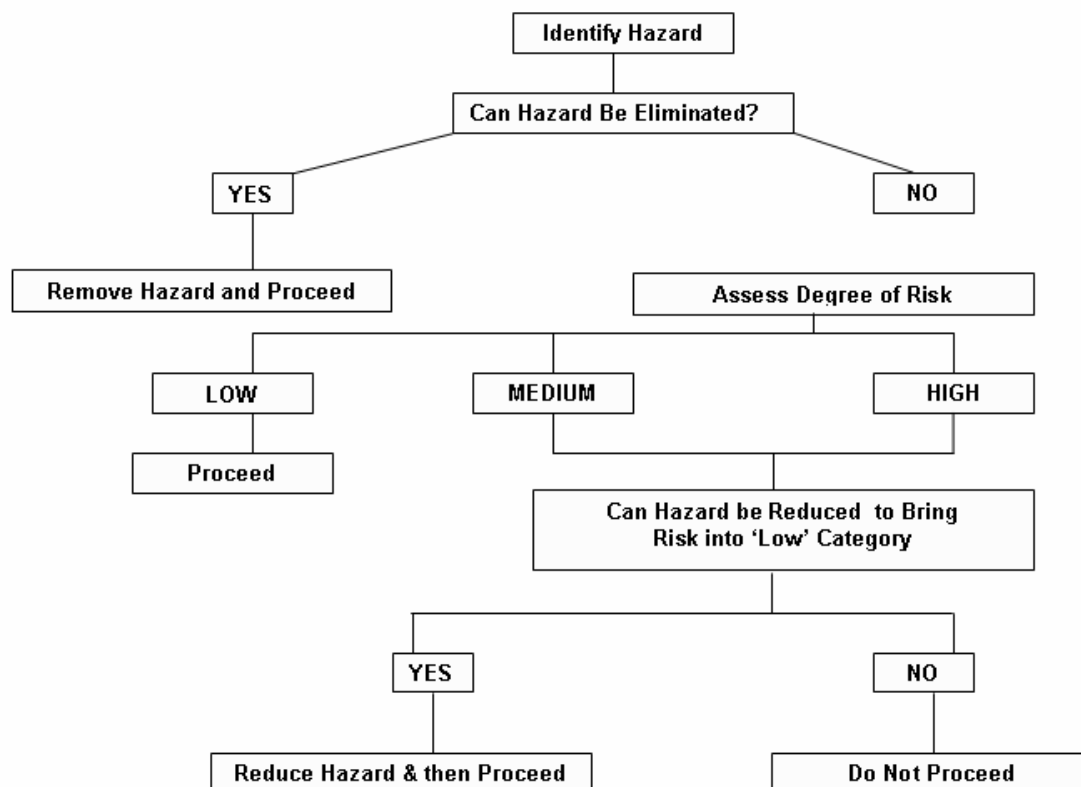
Within the context of Football, risk must be assessed in terms of:

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.

Identify the hazards for each of the Club's 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)

Supervision of Junior sessions

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

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!!!

Risk assessment

- Regular and recorded risk assessments must be carried out for all on and off site activities.
- Identify potential hazards which could reasonably be expected to result in significant harm
- Identify who might be harmed
- Consider existing controls - is the risk of significant harm low / unlikely, medium / possible or high / probable
- Where the risk is identified as medium or high, identify the action required
- If the risk is low, further precautions are optional and the activity may proceed
- Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds
- If the risk is high, the risk should be significantly reduced before commencement of the activity.

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.



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.

Facility Opening Procedures at Lawsondale

- 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

End of match procedures at Lawsondale

- Ensure all areas are swept and clean as found on arrival
- Check all windows are closed and lights are turned off, toilets flushed and taps off
- Check all changing room doors are closed
- Set alarm systems and lock front pavilion doors
- Ensure all equipment is cleared from the playing fields and returned to the container
- Ensure all equipment is put back safely and is returned to the correct place
- All rubbish to be cleared from the playing fields and put in the bins
- If last out of Lawsondale, check all doors and windows are locked before locking the main gates.