



YMCA All Saints FC - based at YMCA Plymouth and All Saints Academy, Honicknowle Lane, Plymouth PL5 3NG

'Providing football for young people since 1906'

YMCA All Saints FC

HEALTH AND SAFETY POLICY

YMCA All Saints FC 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.

YMCA All Saints FC is 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 club risk assessment
- Ensure that all members are aware of, understand and follow the club's health & safety policy
- Ensure that normal operating procedures and emergency operating procedures are in place and followed 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



DUTY OF CARE

All club members have a duty to:

- Take reasonable care for your own health & safety and that of others
- 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.

Key contacts:

Welfare Officer:	Stacey Ferris	07761963132
Club Chairman:	Vic Hibbert	07724242839
Vice Chairman:	Chris Sheeran	07525140674
Secretary:	Wayne Jago	07528780671
Head Coach:	Barry Sellers	07595416535

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

RISK ASSESSMENTS

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.

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- e.g., 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.



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



Known Hazards with controls

TASKS UNDERTAKEN: activity/ area assessed	HAZARDS IDENTIFIED: NB: Any serious or imminent danger will need a procedure	RISK: Low/ Medium/ High	PERSON(S) AT RISK: i.e., coach, juniors, adults with special needs	EXISTING CONTROLS:	ADDITIONAL CONTROL MEASURES REQUIRED
Setting up of goals	Number of goal pieces weight of object possibility of posts moving during game/practice	Medium	Coaches, players, spectators	At least two coaches erect goalposts Instructions clearly labelled and procedures followed (training)	Additional weights to be placed on goals to hold them down during game/training
Suitability of playing area	Broken Glass or Cans, Dog Waste on Playing Area Storage of indoor equipment/ apparatus	Low	Coaches, players	Playing area checked by coaches prior to activity starting	Supply of addition rubbish bins on training/match days Ensure area is free of any equipment / apparatus
Child Protection	Minimum Supervision Ratios	Low	Coaches, players	All staff Disclosure checked	Avoid one to one adult to child situations (travel to games / changing areas) As minimum have two coaches present all session
Identification of player	Relevant contact details for all players.	Low	Players	Register of all players with emergency contact details	Registration of any new members. Regular updates to registers



CLUB HEALTH AND SAFETY RULES

1. All players must inform Club Secretary and Team Manager of any allergies/illness/injury at the beginning of the season. Details must be provided when completing the Club's registration form. Necessary preventive medicines must be carried at all times for self-administration unless in emergency.
2. All players must wear boots & shin guards for outdoors training. No player will be allowed to train/play unless he or she is wearing both items.
3. All managers must have a First Aid kit with adequate and up to date supplies readily available at all training sessions, matches and competitions and have first aid training.
4. All teams must have a qualified first aider present at all times both during matches, training and competitions.
5. All injuries to players resulting in medical treatment being required, must be reported to the Secretary and if he/she considers it necessary an accident report submitted.
6. Every care must be taken that, in the event of an accident club procedure is followed, namely: (a) The injury must be assessed by a qualified First Aider. (b) In the event of further medical advice being sought (i.e., hospital) parent/carer must be contacted immediately. (c) In the event that the Team Manager is unable to contact the parent/carer, the player remains his /her responsibility, or that of his/her delegated representative, until such time as a suitable person can be contacted and is present to assume that responsibility. (d) All necessary care must be taken that at no time is an injured club member left unattended by a Club Official or suitably responsible person.
7. In accepting the responsibility to manage a team the manager is deemed to abide by this health and safety policy.



Injury/Incident Report Form (to be filled out by the coach in charge at the time of the incident)

Coach/ Individual's name: Tel no:.....

Address:.....

.....

.....Postcode:.....

About the injured person:

Full Name: Tel no:.....

Address:.....

.....

..... Postcode:.....

Male/ Female:

Age:.....

About the Incident:

Activity taking place at time of incident:.....

Date & Time of incident:.....

Place of incident.....

Description of incident.....

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Action Taken:

Action taken by Coach/Club Rep:.....

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Were the emergency services called (if yes, provide details):
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.....

Action taken by Doctor or Nurse (if appropriate):
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.....

Diagnosis:.....

Signature of Coach/ Leader/ Club Rep:
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Signature of casualty (if possible):
.....
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Signature / name of witness (1)
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Address:.....
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Signature / name of witness (2)
.....

Address:
.....
.....



Emergency Operating Procedures

1. First Aid

A first aid kit is carried by all Coaches: **and should be placed beside the pitch during training and matches.** This applies also to the Defibrillator where available.

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 or 111 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
- 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. 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.

4. 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).



Risk Assessment Form

CLUB SITE/ LOCATION:.....

ASSESSORS NAME:.....

ASSESSORS

SIGNATURE:.....

ASSESSMENT

DATE:.....

ASSESSMENT REVIEW DATE:.....

ACTIVITY:

HEAD COACH:.....

QUALIFICATION:.....

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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



Assessment Form (Cont'd)

TASKS UNDERTAKEN: Activity / area assessed	
HAZARDS IDENTIFIED: NB: Any serious or imminent danger will need a procedure	
RISK: Low / Medium / High	
PERSON(S) AT RISK: i.e., coach, juniors, adults with special needs	
EXISTING CONTROLS	
ADDITIONAL CONTROL MEASURES REQUIRED	
TARGET DATE: For action by	
COMPLETED ON: Date and Initial	