

BALJAFFRAY FOOTBALL CLUB

Health & Safety



Baljaffray Football 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 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

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