



INVERKEITHING UNITED FC HEALTH AND SAFETY POLICY

CONTENTS PAGE

Introduction	Page 3
Health & Safety Policy	Page 4
Hazard Identification & Risk Assessment	Page 5
Definitions	Page 6
Normal Operating Procedures – Template	Page 7
Emergency Operating Procedures	Page 9
Risk Assessment Form – Template	Page 13
Risk Assessment for Junior Members	Page 15
Risk Rating - Template	Page 16
Staffing Ratios	Page 17
Guidelines for Dealing with an Incident/Accident	Page 18
Injury/Accident Report Form – Template	Page 19
First Aid Guidelines	Page 20

INTRODUCTION

Health and safety is important to Inverkeithing United FC. The Club has a legal obligation towards the health and safety of volunteers.

The club has demonstrated its commitment to the protection of its members and volunteers against the risk of harm or injury by producing a Health and Safety Policy. The policy has been written in consultation with the Club's Management 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, each team 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.

HEALTH AND SAFETY POLICY

Inverkeithing United 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.

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 dependent 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.

First Aid

- Location of First Aid Facilities: Each Team/Squad had its own First Aid kit
- Qualified First Aiders: Each team has qualified First Aiders
- Defibrillators: Located in the training container at Inverkeithing High or at the reception at Inverkeithing High Community Use Wing.

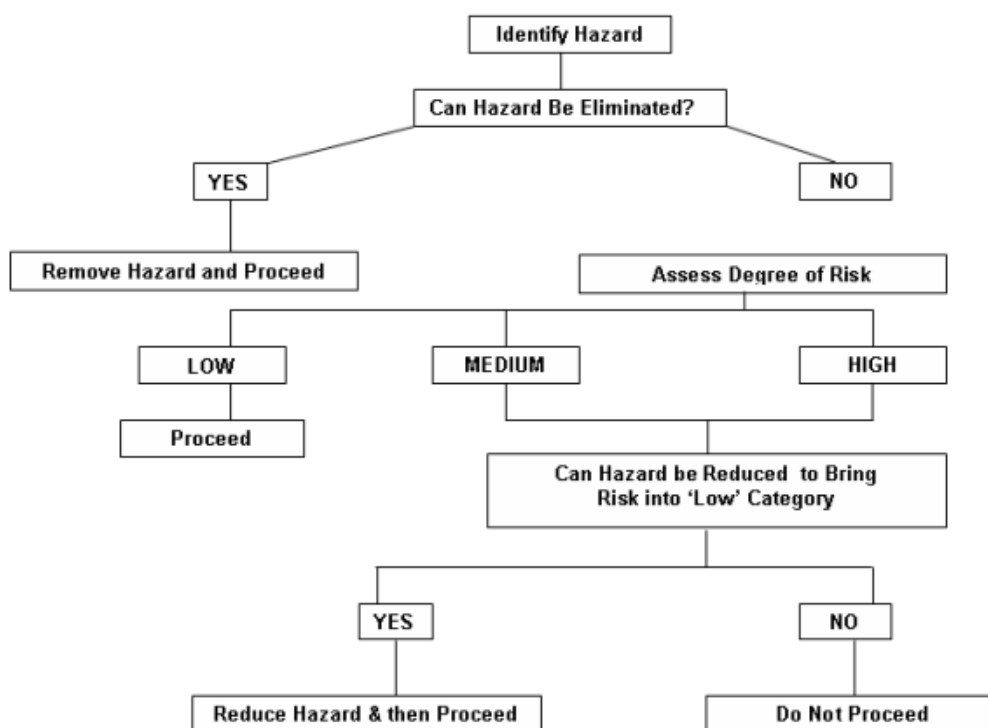
HAZARD IDENTIFICATION AND RISK ASSESSMENT

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- e.g. water on playing/training surfaces, also ice, snow, 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:

- Identify the hazard
- Identify those who might be harmed and how.
- Evaluate the risk (low, medium or high) and decide whether there are existing precautions and if these are adequate or are more required.
- Record the findings.
- 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 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 effectively.

NORMAL OPERATING PROCEDURES (NOP)

Operating Procedures set out how all the various common functions of the 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 Inverkeithing United FC from potential actions in the event of an incident occurring.

1. Supervision of Junior sessions

- 1 x qualified first aiders required.
- 2 x qualified coaches required per squad of 20. Qualified to Children / Youth SFA Level 2.

2. Junior Mis-behaviour

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 Management 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.

EMERGENCY OPERATING PROCEDURES

Date Issued: February 2024

THE EMERGENCY OPERATING PROCEDURES (EOP), OFTEN REFERRED TO AS THE EMERGENCY ACTION PLAN (EAP) is devised to assist Inverkeithing United FC club members in the event of any emergency 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 on duty facility manager should provide the emergency operating procedures.

Out of hours emergency contact numbers:

- Club Chairman, Jamie Kinnear – 07369256014
- Vice Chairman, Chris Dow – 07943133327

1.First Aid

All teams hold their own first aid kit.

The nearest telephones are located in the Inverkeithing High Community Wing. 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 Management 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 firefighting 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).