**Carnoustie Panmure Youth Football Club**

**HEALTH AND SAFETY POLICY**

Carnoustie Panmure Youth 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.

Carnoustie Panmure Youth Football Club 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:

Child Protection Officer: Stuart Lyall 07963129392

Club President: Derek Millar 07590315818

Vice President: Steve Finan 07919383585

Secretary: Philip Hope 07510662616

Coach Education Officer: Gary Telford 07810858171

First Aiders: Alan Conway 07889187414

Andy Millar 07955110578

Craig Miller 07966204035

David Patterson 07895279706

Derek Millar 07590315818

Garry Telford 07546859490

Mike Andrews 07735402553

Philip Hope 07510662616

Stephen Maxfield 07894853065

Terry Shepherd 07772590933

**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 ASSESMENTS**

**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- 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.

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 alt 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. A list of qualified First Aiders within the Club is available for inspection and all certificates must be checked and approved by the Club before any addition to this list is made.

8. 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…………………………..…………………………….……..………

……………………………………...…………….……………………………………..………

Action Taken:

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

………………………………………………………………………………………..…………

…………….……………………………………………………………………….……………

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

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

Diagnosis:………..…………………………………………………………………….………

Signature of Coach/ Leader/ Club Rep: .............…….....………………………………………………………………………………..

Signature of casualty (if possible): ..............…….....…………………………………………………...…………………………..

Signature / name of witness (1) ..............…….....………………………………………………….…….……………………..

Address:……………………………………….………………………….………………………………………………………………………………………………….…………………….

Signature / name of witness (2) ..............…….....…………………………………………………….…….…………………..

Address: ……………………………….……………………………………………….………………………………………………………………………………………………….……………….…

**Emergency Operating Procedures**

**1. First Aid**

A first aid kit is located: **In each hut and should be placed beside the pitch during training and matches**.

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.

**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 112 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 be 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).

**Declaration**

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

Name:......………………………………………………………………………………………

Position held within club:…………………………………………………………….……….

Signature:..........………………………………………………………………………………

Date:......……………………………………………………………………………………….

**Risk Assessment Form**

CLUB SITE/ LOCATION:...............................................................................................

ASSESSORS NAME:.....................................................................................................

ASSESSORS SIGNATURE:.................................................................................................................

ASSESSMENT DATE:…................................................................................................

ASSESSENT REVIEW DATE:.......................................................................................

ACTIVITY: .....................................................................................................................

HEAD COACH:..............................................................................................................

QUALIFICATION:...........................................................................................................

**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 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 |  |