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/Book 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
* Hosting tournaments and competitions
* Organising travel to matches

**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".

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 be place i.e.:

**Minor Injury** e.g. small cut, graze, bumps, bruises

Take appropriate First Aid action

Make provision for the injured person to rest or continue as appropriate

Record any incident or injury and complete the accident book/ forms.

**Major Injury**

Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.

Telephone the next of kin.

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 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.

GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

Step-By-Step Advice for Club Members

1. Stay calm but act swiftly and observe the situation.

2. Is there danger of further injuries?

3. Listen to what the injured person is saying.

4. Alert the first aider who should take appropriate action for minor injuries.

5. In the event of an injury requiring specialist treatment, call the emergency services.

6. Deal with the rest of the group and ensure that they are adequately supervised.

7. Do not move someone with major injuries.

8. Wait for the emergency medics.

9. Contact the injured person’s parent/carer.

10. Complete an incident/accident report form.

INJURY/INCIDENT REPORT FORM TEMPLATE (PRINT/FILL IN/SEND TO CAMILLE info@evolution-sportsgroup.com

TO BE FILLED IN BY THE COACH/ INDIVIDUAL 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/ Leader/ Club Rep:

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

………………………………………… …………

Action taken by Doctor or Nurse (if appropriate):

……………………………………………………….. ……………

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

Signatures:

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

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

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

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

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

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

Return by email to Camille [info@evolution-sportsgroup.com](mailto:info@evolution-sportsgroup.com)

FIRST AID

It is highly recommended that at least every team in your club has at least one coach who is First Aid qualified. A certificate is issued to candidates who complete a course and reach the appropriate standard in casualty care which is valid for 3 years. The course can be completed in one day.

**General information about First Aid equipment**

It is essential that first aid equipment is checked frequently, therefore ensuring sufficient quantities and all items are usable. Always replenish contents of the first aid boxes and kit as soon as possible after use. Items should not be used after the expiry date shown on packets.

**On-site first aid equipment**

First aid boxes should be made of suitable material and designed to protect the contents from damp and dust. First aid box should be clearly identifiable. The first aid box should contain only those items which a first aider has been trained to use.

In most cases the first aid box should contain the following:

* One guidance card & contents card
* Individually wrapped sterile & waterproof adhesive dressings (assorted sizes), appropriate to the club environment
* Sterile eye pads, with attachment
* Six individually wrapped triangular bandages
* Safety pins
* Medium & large sized, individually wrapped, sterile un-medicated wound dressings
* Antiseptic tissues, sterile water or saline in sealed disposable containers
* If emergency blankets are provided, store alongside equipment & in such a way as to keep them free from dust & damp.
* Disposable aprons and plastic gloves should be provided near the first aid materials
* Blunt ended scissors should be kept where there is a possibility that clothing or material needs to be cut.
* Plastic disposable bags for soiled or used first-aid dressings should be provided.
* Travelling or outdoor first aid
* The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used.  At least the following should be included:
* Card giving general first-aid guidance
* Individually wrapped sterile adhesive dressings
* One large sterile un-medicated dressing
* Two triangular bandages
* Safety pins
* Individually wrapped moist cleansing wipes
* In addition, it may be necessary to purchase sports specific first aid equipment depending on the nature of you activity e.g. stretcher etc.