

## Health and Safety Policy



### Scope

Chadderton FC is committed to providing a safe playing; coaching and learning environment for all personnel, players and any related third parties.

It is ultimately the responsibility of the Club Chairman to ensure that this policy is implemented, published and accessible to all personnel, players and any relevant third parties. However, Managers/Coaches specific to each team are responsible for ensuring this information is fully understood by their assistants/volunteers and by the players associated with their team.

Managers/Coaches must do everything practicable to prevent an accident or injury to themselves and assistants/volunteers and to the players associated with their team.

## Objectives

Chadderton FC aims to promote health and safety, so far as reasonably practicable, by ensuring that for every Club event:

- All persons involved in any Club event shall have and wear the correct clothing and equipment to participate in the event.
- All persons taking part in any Club event shall have a dry change of clothing that will keep them in a comfortable state.
- There is a competent person to administer first aid.
- There is a suitable first aid kit available at the event.
- There is a telephone available for emergency use.
- The full address of the location where the event is taking place is known.
- All participants are fully warmed up and prepared for the event they are to participate in.
- A visual risk assessment should be carried out prior to any event commencing, this will include – ensuring the area to be used and the surrounding area is free from any obstacles, ensuring the equipment to be used is suitable for its intended use ie. goal posts are safe, corner flags are to the correct height, balls etc do not have splits, ensuring that the participants have the appropriate clothing and appropriate equipment.
- A Club Membership Form is required prior to any player participating in a Club event indicating any medical conditions or allergies which the player may have. This must be signed and dated by the Parent/Guardian.
- Managers/Coaches must ensure they carry a list of players' medical conditions or allergies with them to all events, in order to inform emergency services. Managers/Coaches should also check that any players with asthma have their inhalers with them and these are accessible throughout training/matches.

This list is not exhaustive and represents general principles followed by Chadderton FC in respect of health and safety.

## Risk Assessment Procedures

Chadderton FC ensures that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all Club events.

See Appendix 1

## First Aid Procedure

All confirmed Managers/Coaches are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of these first-aiders must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s).

## Accident Reporting

During a Club event the Manager/Coach in charge of that event is responsible for ensuring that an investigation takes place and an accident report completed in the instance of an accident/incident.

In the event of a person receiving an injury, an 'Accident Report Form' is required to be completed. Once this has been completed it is to be given to the Club Secretary.

See Appendix 2

Please note that delivery locations/sites might also have their own recording procedures which will also need to be followed.

# Appendix 1

## Risk Assessment Record

Location/Site			
Activity			
Risk assessor		Date	

Hazard Description	Cause and Consequence (what causes the hazard and why is it harmful)	Control Measures in Place (preventive action)	Recovery Measures in Place (corrective action)	Severity/level of risk (low/medium/high based on evaluation of likelihood and impact)	Action Completion Details (date and nominated staff)
Signed			Time risk assessment completed		

## Appendix 2

### Accident Report

Date, time, location and event details where the incident took place			
Date		Time	
Location (Venue)			
Event details (eg Qualification title and course number)			

Injured persons details			
Name:			
Occupation:			
Date of birth:			
Address:		Postcode	
Tel:			
Email:			

Details of all persons involved – insert details of all individuals actually involved in near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		
5		

Details of all witnesses –insert details of all individuals who witnessed the near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		
5		

Incident details			
Time of injury		Date of injury	
Description of the incident			
Treatment applied			
Name of person giving treatment			
Role of person giving treatment			
Loss of consciousness:	Yes/No	Ambulance called:	Yes/No
Person sent to Hospital:	Yes/No	If Yes, which Hospital:	
Name of person completing this report			
Date of report		Office use only: date report received	