

**Bromleians Football Club**

HEALTH & SAFETY POLICY

|  |  |
| --- | --- |
| **Date:** | 05.02.2021 |
| **Date to be reviewed:** | 05.02.2022 |
| **Author:** | Club Welfare Officer |
| **Junior Section Committee Sign off Date:** |  |

1. **STATEMENT OF INTENT**

Bromleians Football Club is committed to the health, safety and welfare of all players, volunteers (all levels), coaches, spectators and anyone on our premises undertaking activities we organise.

Bromleians Football Club 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.

The club is committed to on-going monitoring and review of our processes, so we achieve continual improvement in the management of Health and Safety. 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.

Our general intentions are:

* To provide adequate control of the risks to players and others that arise from our activities; undertaking regular, recorded risk assessment of the club premises and activities (appendix 1)
* To provide adequate Information, instruction and supervision to coaches/managers and others Involved In delivering football activities and ensuring all Lead Coaches are aware of, understand and follow the clubs health and safety policy and procedure
* Ensure that all officials are given the appropriate level of training and competition by regularly assessing individual ability, dependent on age, maturity and development.
* To consult with players, coaches, volunteers and spectators on matters affecting their health and safety
* To provide safe and healthy football environments by putting health and safety measures In place as identified by risk assessments
* To provide and maintain safe equipment
* To prevent accidents and causes of ill health
* Report any injuries or accidents sustained during any club activity or whilst on the club premises.
* Ensure that players have access to adequate first aid facilities, qualified first aiders and a responsible adult with a phone to contact emergency services.
* Ensure that emergency arrangement procedures are in place and known by all Lead Coaches.
* Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness

1. **Club Procedure for Health and Safety** 
   1. **Introduction** 
      1. The overall responsibility for Health and Safety for Bromleians Football Club is the Club Board, supported by the Club Welfare Officer/s.
      2. Day to day responsibility (i.e. for training and matches) is the lead coach for each team and where applicable the person leading the club activity.
   2. **Roles and Responsibilities** 
      1. The Lead Coach is the responsible person for the health and safety of their team or the footballing activity they are leading, and this person has a duty to ensure that they hold an in date:

* FA Accepted Enhanced DBS check;
* FA Emergency Aid qualification; and
* FA Safeguarding Children qualification.

The Club Welfare Officer will support and monitor this through ensuring safe recruitment and selection in line with the clubs policy and the ongoing monitoring of expiry of the above.

They should either carry a FA Licenced Coaches Club membership card or know their FA FAN Number and be ready for disclosure on request by a Football Association official.

The Club will withdraw any Lead Coaches that do not meet the above requirements.

* + 1. The following guidelines should be carried out by ALL Lead Coaches every time they are present at a club-related football activity (match, training etc.):

Equipment Checks should be undertaken to ensure that:

* All players wear shin guards
* That the football is safe (i.e. not damaged)
* All equipment is undamaged and is used in accordance with manufacturer’s instructions.
* Player’s boots and the ‘blades’ or ‘studs’ on them are checked regularly for safety.
* All items of jewellery (necklaces, rings, earrings, bands, etc.) are strictly forbidden and must be removed. Using tape to cover jewellery is not acceptable.

Playing and Training Venue Checks should be undertaken to ensure that:

* The playing venue (pitch, sports hall, all weather surface, field etc.) are assessed for any hazards i.e. any obstacle, item or implement which may cause harm or discomfort to any player, official or spectator.
* That goal posts are secure and safe
* That corner flags and ‘Respect’ barriers are used correctly in matches.
* Changing facilities are secure and safe
  1. **Risk Assessment**

Bromleians Football Club will manage risk, as far as is reasonably practicable, through regular risk assessment and the implementation of actions to mitigate risk when deemed necessary by Risk Assessment.

Risk assessments will be undertaken for the premises and regular activities of all Bromleians Football Club activities.

* + 1. Documented Risk Assessment

The club will have a documented risk assessment for the John Cooper Ground Venue and will obtain risk assessments from other venues that the club organises for training.

Where the club has not undertaken a documented risk assessment for the premises/activity where players are participating in club-related football, this is the responsibility of the Lead Coach/Manager. In this situation the Lead Coach/Manager is required to complete the risk assessment check list (Appendix 1).

* + 1. Visual Risk Assessment

By completing the checks in 2.2.2 above the lead coach/manager is performing a dynamic risk assessment on all club activities and venues used. On completion of the assessment, the lead coach/manager should ensure that all control measures to reduce both the severity and probability of harm from any hazard occurring are put in place and checked.

* 1. **First Aid**

Bromleians Football Club will ensure provision for first aid through having First Aiders who are trained adequately (as per FA guidelines/requirements) so that first aid can be administered to all. The Club Welfare Officer will be responsible for monitoring first aid training expiration.

It is the lead coach/manger will ensure there is a qualified first aider is at all training and match venues with a suitable first aid kit. It is expected that the lead coach/manager will be first aid trained.

A fully charged mobile phone is always available.

Medical information will be known by the lead coach and medical forms should be brought by the coach to each session, activity or match and be easily accessible.

When Bromleians Football Club activities are audited first aid kits will be checked.

* 1. **Contact Details**

All Managers and Coaches have access to a complete and up to date ‘Emergency Contacts’ of all their players. They should have these available and easily accessible at every session, activity or match.

* 1. **Goal Post Safety**

All lead coaches/managers are responsible for ensuring goal post safety. As part of induction to the role they will be supported to familiarise themselves with the FA’s Goal post safety guidelines that can be found here: <http://www.thefa.com/get-involved/goalpost-safety>.

Bromleians Football Club also requires officials i.e. referees to check goal post safety.

* 1. **End of Session/Activity/Match Procedures**

All equipment should be packed away safely and securely.

All rubbish should be removed from areas used.

Managers and Coaches should not leave the location until all Players have departed safely in accordance with parental/guardian consents as outlined in 2.9 below.

Premises should be locked securely and if necessary the keys returned to the nominated keyholder.

* 1. **Incidents and Accidents**
     1. Incident and Accident Recording

Bromleians is committed to providing a safe environment for all of all players, volunteers (all levels), coaches, spectators and anyone on our premises. Although incidents and accidents are uncommon occurrences, Bromleians Football Club has a responsibility to ensure there are measures in place for safeguarding people, property, resources and reputation. This includes responsibility to learn from these incidents to minimise the risk of them recurring. We hold the view that preventing and learning from incidents is more important than laying blame.

***An accident***– is any event that results in injury or ill health.

***An incident* -** is any event that has given or may give rise to actual or personal injury, dissatisfaction, or damage or loss of property. This may include an accident, illness, death, aggression, violence, lost or misused confidential information, volunteer misconduct and illegal acts.

Bromleians Football Club uses the Club Welfare Officer/s to report, log and learn from incidents/accidents. Together with the wider Junior Section committee support will respond and action learning.

All incidents/accidents must be reported to the Club Welfare Officer at the earliest opportunity and expectation that this is the same day that the incident/accident occurred.

In the event of a person receiving an injury, an ‘Accident Report Form’ (Appendix 2) is required to be completed. Once this has been completed it is to be given or emailed to the Club Welfare Officer.

* + 1. Incident/Accident Response

This section outlines the step by step process to be followed in the event of incident/accident.

* + - 1. Immediate Management of Incident/Accident

Incidents/accidents will be responded to and managed by the lead coach/manger. They will lead and support those involved and will be responsible for making decisions and coordinating appropriate action, including:

* Containing and diffusing situations and managing immediate risks
* Contacting emergency services if required
* Ensuring the environment is safe
* Contacting the Club Welfare Officer and Head of Junior Section as appropriate
* Informing other coaches as appropriate
* Contacting emergency contact/s accordingly
* Working with the Club Welfare Officer to consider any safeguarding measures to be taken (*please refer to Safeguarding Policy and Procedures)*
* Incident/accident written up and emailed to the Club Welfare Officer/s at the earliest opportunity
  1. **Parental Responsibility**

Children remain the responsibility of their parents / legal guardians at all times when participating in football training, matches and any other Bromleians Football Club activities and also when arriving and departing from them.

Bromleians Football Club provides all reasonable safeguards in terms of appropriately vetting its coaches and volunteers, having a Club Child Welfare officer and acting in accordance with Policy and Advice issued by the relevant league/s and The Football Association in the conduct of its activities and affairs.

As a Club, our volunteers have a duty of care for the children in our membership but this does not extend to the level of that of teachers or registered childminders and as such parents/legal guardians are advised against dropping their younger age group children off and leaving the site during football training, matches and other Bromleians Football Club activities.

Should parents/legal guardians make any arrangements with other adults concerning their child including their supervision and transportation to/from Bromleians Football Club activities then this is at their own responsibility in their own legal capacity and not the responsibility of Bromleians Football Club.

* 1. **Information, Instruction and Training**

Bromleians will provide adequate information, instruction and training:

1. On induction
2. On being exposed to new or increased risks because of a change in responsibilities/duties, the introduction of new equipment or the introduction of new safety measures

The training will be repeated periodically where appropriate and as per the FA guidelines.

The required FA training will be co-ordinated by the Club Welfare Officer/s.

Bromleians Football Club specific training will be organised by the Head of Junior Section.

**Appendix 1 – Bromleians Football Club Risk Assessment Check List**

|  |  |
| --- | --- |
| **Venue/Site of Risk Assessment:** |  |
| **Dates of Assessment:** |  |
| **Activity:** | Football |
| **Person carrying out the assessment:** |  |

|  |  |  |
| --- | --- | --- |
| **Key Checks** | **Yes** | **No** |
| Is the area to be used free from obstructions and litter? | ☐ | ☐ |
| If indoors, are fire exits unlocked and free from obstructions? | ☐ | ☐ |
| Do all the participants and spectators know where the fire exit is? | ☐ | ☐ |
| Have participants removed all items of jewellery/watches etc? | ☐ | ☐ |
| Are all participants wearing appropriate clothing and have they ensured their laces are tied correctly? | ☐ | ☐ |
| Are all participants wearing shin-guards for protection? | ☐ | ☐ |
| Have all participants been told not to chew gum during the session? | ☐ | ☐ |
| Have asked if participants have any medical conditions eg. Asthma/epilepsy? | ☐ | ☐ |
| Do you have all participants’ registration forms containing contact numbers? | ☐ | ☐ |
| Do you have access to a telephone/mobile phone in case of emergencies? | ☐ | ☐ |
| Do you have access to a First Aid kit? | ☐ | ☐ |
| Are there suitably qualified First Aiders on site? | ☐ | ☐ |
| Is the equipment to be used in an appropriate state of repair? | ☐ | ☐ |
| Are you satisfied that the activity can be conducted in reasonable safety? | ☐ | ☐ |

|  |
| --- |
| **Additional Comments:** |
|  |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Dates:** |  |

**Appendix 2 – Accident Reporting Form**

**Bromleians Accident Report Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of incident:** |  | | | | |
| **Time of incident:** |  | | | | |
| **Venue:** |  | | | | |
| **Injured person:** | **☐Player**  **☐ Match official**  **☐Coach**  **☐Spectator**  **☐Other**  *Please state:* | | Name: | |  |
| Address: | |  |
| Team:  If applicable | |  |
| Contact details: | |  |
| **Type of activity at time of injury:** | **☐Training**  **☐Warm up**  **☐Competition/Match**  **☐Cool Down** | **☐Other**  *Please state:* | | | |
| **Reason:** | **☐New Injury**  **☐Illness**  **☐Aggravated injury**  **☐Recurrent injury** | **☐Other**  *Please state:* | | | |
| **Body Parts injured: (*circle and name)*** | *photo (2)* | | |  | |
| **Nature of injury/illness:** | *e.g. bruise, skin injry, fracture, concussion, loss of consciousness, respiratory problem, cardiac problem etc* | | | | |
| **Cause of injury:** | **☐Collision with other player**  **☐Slip/trip/fall/stumble**  **☐Overexertion**  **☐Struck by ball/object**  **☐Collision with fixed objective** | **☐Awkward landing**  **☐Struck by other player**  **☐Jumping to shoot/defend**  **☐Fall from height**  **☐Other**  *Please state:* | | | |
| **The incident:** | *Explain how the incident occurred:* | | | | |
| *Were there any contributing factors to the incident e.g. unsuitable footwear, playing surface, equipment, foul play etc* | | | | |
| **Initial treatment:** | **☐None given (not required)**  **☐CPR**  **☐Dressing**  **☐Immobilisation**  **☐Ice** | **☐Stretch/exercises**  **☐Sling/splint**  **☐Strapping/taping**  **☐Transport from field**  **☐Other**  *Please state:* | | | |
| **Advice given:** | **☐Immediate return to activity**  **☐Return to play with restrictions**  **☐Unable to return at present**  **☐Referred for further assessment before returning to activity**  **☐Other**  *Please state:*  The injured person was advised that if injury/illness does NOT improve in the following 24-hours they MUST seek further advice from their own medical professional  **☐Yes**  **☐No**  *If no please state why:* | | | | |
| **Referral:** | **☐No referral**  **☐Medical practitioner**  **☐Ambulance**  **☐Hospital** | **☐Other**  *Please state:* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **All of the above facts are a true and accurate record of the incident:** | | | |
|  | **Injured Party** | **Parent/Guardian**  (if aged under 18yrs) | **Treating Person** |
| **Name:** |  |  |  |
| **Signature:** |  |  |  |