

Health and Safety Policy for Coldlands Colts Football Club

This is the statement of general policy and arrangements for:		<u>COLDLANDS COLTS FOOTBALL CLUB November 2015</u>
Chris Burrows – Coordinator Coldlands Colts FC		Chris Burrows has overall and final responsibility for health and safety within the Clubhouse premises as well as football pitches and training areas at Field Lane and other facilities used or hired by Coldlands Colts FC for the purposes of coaching or playing football. At other venues and events organised and run by others the prevailing H&S policy will be that in force at the time by the relevant bodies responsible for those premises or events.
All Officers of Coldlands Colts FC as well as managers and coaches and those taking responsibility for hiring venues or organising events.		Have day-to-day responsibility for ensuring this policy is put into practice.
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
To prevent accidents and cases of sport-related injuries by managing the health and safety risks in the clubhouse, on the ground (Field Lane) and at other venues used by players, managers and coaches registered with Coldlands Colts FC.	Chris Burrows, Club Officers, Managers and Coaches.	See separate Risk Assessments
Prevent accidents and cases of sport-related injuries by managing the health and safety risks associated with coaching and playing football.	Chris Burrows, Club Officers, Managers and Coaches.	Club H&S Policy and procedures in place and operated by all.
Provide clear instructions guidance, information, and adequate training, to ensure Club Officers, Coaches and Managers and those responsible for hiring venues and organising events as well as any volunteers assisting with club activities are competent to do the tasks allocated to them.	Chris Burrows, Club Officers, Managers and Coaches.	Regular briefings and hard copy information provided.
Engage and consult with all of the above as necessary on day-to-day health and safety matters.	Chris Burrows, Club Officers, Managers and Coaches.	Regular briefings and hard copy information provided.

Signed:		Date:	
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Risk assessment for Coldlands Colts Football Club

GENERALLY

Date of risk assessment: November 2015

First-Aid Point:	The First Aid Room is located within the Clubhouse and this is fitted with a bed and stocked with first aid materials.
Accident book:	The Accident Book is located within the First Aid Room..

Warning signage, posters and notices.	Warning signs, posters and notices shall be displayed in prominent positions at all locations, and in particular areas where there is a high concentrations of activity (e.g. training pitches and match days)) and where hazards are present or nearby (e.g. deep water), public areas, roads and car parks.
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COACHING & PLAYING FOOTBALL

Date of risk assessment: November 2015

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Cuts and grazes	Players, coaches and managers may be cut or suffer grazes from sharp stones or broken glass and the like.	<ul style="list-style-type: none"> Check the playing area for evidence of broken glass and sharp stones and remove where necessary. Ensure the grounds man inspects the pitches after any rolling or harrowing and removes loose stones. 	Ensure glass bottles and drinks are not taken onto or near the playing area.	Coaches, Managers and those arranging or supervising sessions and events.	Before every training session and on match days.	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Slips, trips and falls	Players, coaches, match officials, spectators and visitors may be injured if they trip over objects or slip on wet surfaces or from spillages.	<ul style="list-style-type: none"> ▪ All areas well lit, including stairs. ▪ No trailing leads or cables. ▪ Keep all areas clear, e.g. no boxes left in walkways, deliveries stored immediately. ▪ Make sure floors and floor coverings are not torn, worn or damaged. ▪ Make sure playing areas are in good condition and suitable for the purpose or purposes needed. ▪ Where necessary check that lights are all working and that lighting levels are adequate for the purpose or purposes proposed. ▪ Car parks and roadways are not damaged or with loose material that might cause injury. 	<p>Arrange for any loose tiles or flooring to be repaired / replaced.</p> <p>Make sure the playing area is not rutted or unduly cut up and don't play when frozen.</p> <p>Make sure artificial surfaces are in good condition with no tears or frayed edges.</p> <p>Any significant damage to be brought to the Attention of the Facilities Manager for rectification prior to the session or event.</p> <p>Make sure car parks are clear from ice, and snow.</p> <p>Any significant defects, including pot holes to be brought to the attention of Facilities Manager for rectification prior to the session or event.</p>	Coaches, Managers and those arranging or supervising sessions and events.	Before every training session and on match days.	Ongoing

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Infections from open wounds	Players, coaches, managers and match officials.	<ul style="list-style-type: none"> Ensure the “No Dogs” policy is strictly enforced. Check the playing area before each training session or match for evidence of animal faeces or excrement. Open wounds to be cleansed and suitably bandaged to prevent contamination or exposure to harmful substances. 	Any animal faeces or animal excrement is removed and the area hygienically cleansed prior to any training session or matches.	Coaches, Managers and those arranging or supervising sessions and events.	Before every training session and on match days.	Ongoing
Stings and Bites	Players, coaches, managers and match officials, spectators and visitors.	<ul style="list-style-type: none"> Ensure nettles and other harmful vegetation is removed from on and around playing areas. All Coaches and Managers have Emergency First Aid certification and accreditation is maintained through periodic updating and training. There is a fully equipment First Aid room within the Clubhouse. All teams have First Aid Bags containing basic medical equipment and materials. 	Ensure Antihistamine cream or similar is in all First Aid Bags.	Coaches, Managers and those arranging or supervising sessions and events.	Before every training session and on match days.	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Serious Injury	Players	<ul style="list-style-type: none"> A telephone is kept in the clubhouse for use in emergencies. 	An Emergency Aid Action Plan has been produced that details all of the registered First Aiders within the Club as well as details of routes to the nearest A&E Department at Solihull Hospital. Copies are on display in the Clubhouse and dressing rooms and an electronic copy is available to distribution to visiting teams and match officials.	Coaches, Managers and those arranging or supervising sessions and events.	Before every training session and on match days.	Ongoing
Cardiac Arrest	Players, coaches, managers and match officials, spectators and visitors.	<ul style="list-style-type: none"> All Coaches and Managers have Emergency First Aid certification and accreditation is maintained through periodic updating and training. 	An Emergency Aid Action Plan has been produced that details all of the registered First Aiders within the Club as well as details of routes to the nearest A&E Department at Solihull Hospital. Copies are on display in the Clubhouse and dressing rooms and an electronic copy is available to distribution to visiting teams and match officials.	Coaches, Managers and those arranging or supervising sessions and events.	Before every training session and on match days.	Ongoing
		<ul style="list-style-type: none"> A telephone is kept in the clubhouse for use in emergencies. 	The Club is actively engaged in trying to acquire a defibrillator, which with a permanent power supply will be located within the First Aid Room.	Club Officers	June 2016	In progress

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Collision with moving vehicles	The potential that accidents will occur between moving vehicles and players and spectators as well as match officials, visitors and members of the public..	<ul style="list-style-type: none"> Creating a Traffic Management Plan in order to control the flow of vehicles onto and from the Ground. Providing separate and controlled parking in order to prevent vehicles coming into contact with players. The Traffic Management Plan is supported with layout plans detailing access and egress routes. 	<p>Providing parking attendants at all key and critical points and coning off lanes in order to slow down traffic and reduce the risk of vehicles coming into contact with pedestrians.</p> <p>By providing safety cones and signage to warn and alert drivers to the possible danger.</p> <p>Providing warning signs, posters and notices on entry to the Ground.</p> <p>Providing briefings and information packs to all visiting teams and match officials.</p>	Coaches, Managers and those arranging or supervising sessions and events.	Before every training session and on match days.	Ongoing
Lack of facilities for Babies & Young Children	Babies, young children and their mothers may not be able to use toilets, changing facilities and feeding.	Within the Clubhouse there is a room that can be used for babies and their mothers.	Provision of a dedicated baby changing facility within the Clubhouse.	Club Officers	September 2016	Not yet started

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Limited disability access	Disabled persons who may be spectators or visitors.	Within the Clubhouse there is limited access for disabled persons with a lift to the upper floors level access and tactile flooring at changes of direction.	<p>Partially sighted and blind spectators and visitors will need to be escorted.</p> <p>Those with hearing loss can participate in training and games although there is no hearing loop within the Clubhouse.</p> <p>Perambulant disabled are able to enter the ground and with assistance should be able to enter the Clubhouse although currently there are no disabled toilet facilities within the building.</p> <p>Provide tactile flooring and changes in level and direction.</p> <p>Provide ramped access to current requirements (Part M)</p> <p>Provide Disabled toilet facilities to current requirements (Part M).</p>	Club Officers	September 2016	Not yet started

General Statement	Coldlands Colts Football Club is proud to have been awarded The FA Charter Standard Award for excellence in provision of grassroots football in the community.
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This policy statement and risk assessment needs to be regularly reviewed as it might no longer be valid or if there are any significant changes to hazards, particularly at venues the club is using for the first time.