

## HEALTH & SAFETY POLICY



### HEALTH & SAFETY POLICY STATEMENT

Ackworth Juniors Football Club is committed to a safe environment for all players, coaches and volunteers. 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.

### HEALTH & SAFETY POLICY

To support our Health & Safety policy statement we are 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 assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the club's health & safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that emergency first aid procedures are in place and known 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.

### AS AN ACKWORTH JUNIORS FOOTBALL CLUB OFFICIAL, YOU HAVE A DUTY TO:

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or do not do.
- Co-operate with the club on health & safety issues.
- Correctly use all equipment.
- Not interfere with or misuse anything provided for your health, safety or welfare.
- Undertake a risk assessment prior to matches and training sessions and only commence or continue activities if safe to do so.

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### FIRST AID POLICY

- The Club will fund each team coach to progress through Football Association Level 1 Coaching Qualification which contains a key element of first aid training.
- The Club will fund and ensure that each team coach attends a basic first aid training course and successfully attains a basic first aid qualification.
- The Club will insist that at least one qualified coach (coaching and first aid) will be present at each club activity.
- The coach will be the designated first aider unless this responsibility is passed to another suitably qualified and appropriate person.
- The Club will maintain a register of all qualified coaches.
- Suitable and appropriate first aid equipment must be available to/carried by coaches during club activities. This must be periodically checked by the coaches to ensure that any equipment is still suitable, in sufficient quantities and in date.
- Each coach must make themselves aware of the location of any other available first aid equipment specific to the venue e.g. defibrillator.
- Each coach must make themselves aware of the location of any emergency vehicle access points specific to the venue and make any necessary arrangements to ensure these are available during club activities.
- A suitable and appropriate method of contacting the emergency services must be available to coaches during club activities e.g. a mobile telephone must be carried by each coach or other responsible person.
- Each team coach must have readily available the emergency contact details and any relevant medical information for the children undertaking club activities.

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### EMERGENCY FIRST AID PROCEDURES

- Appropriate first aid must be given to the injured party as soon as possible by the relevant qualified first aider.
- If required, the emergency services must be notified as soon as possible.
- If the emergency services are required ensure the correct addressing details are given for the venue location (see below) and access is readily available. Use a responsible person to direct any emergency services to the desired location.
- Utilise the relevant medical information for the casualty and pass on these details to the emergency services as required.
- Inform parents/carers when first aid has been administered to their child (utilise the emergency contact details if they are not on scene).
- Any first aid treatment given to a casualty (child or adult) during club activities must be reported. An Incident Report Form (located on Club website) must be completed by a responsible adult and submitted to the Club Secretary.

### FURTHER INFORMATION

Home training and match venues and additional first aid equipment location:

- Playing fields, Carr Bridge, Barnsley Road, Ackworth, WF7 7HY. Defibrillator located at the side of the Pavilion.
- Playing fields, via the Ackworth School Nursery car park off Station Road, Ackworth, WF7 7LT. Defibrillator located in the garage.
- Hundhill Cricket Club, Sandy Gate Lane, East Hardwick, WF8 3DX. Defibrillator located outside East Hardwick Village Hall, Hardwick Road, Pontefract.
- Playing fields, Dicky Sykes Lane, Ackworth, WF7 7AU.
- Low Ackworth playing fields, Station Road, Ackworth, WF7 7HQ. Defibrillator located outside Hinitts Bakery, Station Road, Ackworth.

Nearest Doctors Surgery to home venues: College Lane Surgery, Barnsley Rd, Ackworth, Pontefract WF7 7HZ

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