



HEALTH AND SAFETY POLICY

(Revised January 2019)

G.A.D. Khalsa Sports Club is committed to a safe environment for all players, volunteers (all levels) and coaches. 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 normal operating procedures and emergency operating 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 A CLUB MEMBER 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 not do
- Co-operate with the club on health & safety issues
- Correctly use all equipment provided by the club
- Not interfere with or misuse anything provided for your health, safety or welfare.

CLUB HEALTH & SAFETY OFFICER:

.....*Mr Karnjit Singh Khatkar*...07973640230.....

FIRST AID: Location of first aid facilities:on site.....

Location of telephones:

QUALIFIED FIRST AIDERS:

1. All Managers and Coaches/Staff - as per Football Association requirements for Charter Standard Clubs...accreditation up to date as mandatory

HAZARD IDENTIFICATION AND RISK ASSESSMENT

In order to discharge the duty of care to provide a safe environment for sport it is necessary to identify hazards, assess the associated potential risks, then take action to eliminate the hazard. Failing this, action must be taken to either eliminate the risks or reduce them to an acceptable level to the respective activities.

Within the context of Sport or other activity, risk must be assessed in terms of:

Low Risk - No risk or minimal risk of injury

Medium Risk - Some risk of injury

High Risk - High risk of injury

Note; only if the risk has been assessed as 'Low' should a match, activity or training session be permitted to proceed.

Normal Operating Procedures



Supervision of sessions

- Identify the number of qualified first aiders required
- Identify the numbers of qualified coaches required
- Coach to participant ratios.

Misbehaviour

Should unacceptable behaviour continue, a final warning should be given by the coach. If rules are continually disobeyed the child should be asked to leave the session. The child's parent/ guardian should be contacted and asked to pick them up, if they are not available then the child should be asked to sit by the side of the session put on warm clothing and have a drink of water.

Risk assessment

Regular and recorded risk assessments must be carried out for all on and off site activities.

- Identify potential hazards which could reasonably be expected to result in significant harm
- Identify who might be harmed
- Consider existing controls - is the risk of significant harm low / unlikely, medium / possible or high / probable
- Where the risk is identified as medium or high, identify the action required
- If the risk is low, further precautions are optional and the activity may proceed
- Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds
- If the risk is high, the risk should be significantly reduced before commencement of the activity.

Injury and incident reporting



To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995, it is a legal requirement to immediately report all accidents and dangerous occurrence incidents.

This report must be made to the committee who shall make a detailed record in the accident book of the accident/ dangerous occurrence and decide if the HSE should be informed.

All incidents which require police involvement (i.e. theft, assault) must be recorded in writing by completing an accident/ incident report form.

There is a statutory requirement to keep accident records for a period of 3 years.

Erecting and Dismantling Equipment

All equipment must be erected and dismantled with due regard for the health and safety of self or other members. In all cases equipment shall be set up in accordance with best practice as defined by the sport's governing body, manufacturers, suppliers and any training.

Under no circumstances should high risk equipment be left unattended once erected.

Members or staff should only be asked to erect equipment in which they have previous experience, knowledge or training.

All identified defective equipment should be removed to a safe and secure place of storage and marked 'out of order'. Defective equipment must be brought to the attention of the committee who shall make arrangement for repair and replacement.

Fire procedures for any venue where applicable:

On discovering a fire the nearest fire alarm must be activated. Do not attempt to tackle the



fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the club committee to ensure that all members and staff understand the basic fire precaution arrangements and procedures:

- The location of fire alarms and how to use them
- The location of fire exits
- The location of assembly points
- The location of fire extinguishers and fire -fighting equipment

A fire point should be allocated. If evacuation is necessary it is important to remember the following golden rules:

- Do not panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers and once at the assembly point account for all participants and coaches
- Do not use any lifts
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and complete the accident book/ form.

Theft

Complete an incident report form to record the name, address and telephone number of the person whom the theft has occurred against. The person should be asked if they wish the theft to be reported to the police.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed that this is the course of action being taken.

If the person is still on the premises then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive. An incident report form should be completed.

GAD Khalsa Sports Club accepts no responsibility or liability for loss of personal property. We do not advise to bring phones or expensive items including large amounts of money to training sessions, day trips, tournaments or other events. You may ask a member of our team to hold expensive items for you at their discretion.

Assault



Should an actual or alleged assault incident take place, the senior club official available should be informed or summoned if on- site.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).

Where injury has been sustained, first aid should be provided and if necessary the ambulance and police service should be called. An incident report form should be completed.

Drug/ alcohol abuse

All persons found to be under the influence of drugs and/ or alcohol shall be escorted off the club site by the most senior club official available. It is important that club members or staff do not unduly place themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police service should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

In such cases discarded items such as drug packaging should be brought to the attention of the ambulance service; this information may be vital to the emergency services to enable them to provide the appropriate care and treatment.

Lost person

In the event of losing a person i.e. in a leisure facility, an announcement should be made over the public address system requesting them to come to the meeting point. In the case of children, do not mention that they are lost.

Should the lost person not be located after an extensive search it may be necessary to call the police service (i.e. vulnerable persons). You must inform the club secretary or other members of staff within the club where suitable Kooner Singh Khatkar 07973640230.



I have read and understood the information contained in the Emergency Operating Procedures.

Name:

.....
.....

Position held within club:

.....

Signature:

.....
.....

Date:

.....
.....



Sessions

The risk assessment process for junior sessions should only require the same procedures as your normal risk assessment process. You must be aware that many children have a lack of fear and they do not see the danger. Therefore ALL hazards, even those which have been rated as a minimal or tolerable risk must be regarded as a priority and actions must be put in place to reduce the risks.

The risk assessment should look for and correct any problem which may cause injury or harm, depending on the nature of the setting, resulting from:

- Breakages, weather damage or vandalism
- Rubbish or animal faeces
- Inadequate cleaning
- Blocked access to emergency exits or along walkways
- Instability of large equipment, fences or barriers
- Dirty water in playing/training areas
- Non-functioning of door or gate locks.

Safety Briefing for Junior Members

It is important to brief junior members on their responsibilities for protecting themselves and others against injury or harm. They should be encouraged to enjoy the sessions and enjoy new experiences without being subject to high risks. Ensure that all participants:

- Wear the correct football clothing e.g. Boots and not trainers
- Wear the correct protective clothing e.g. shin pads
- All clothing and protective clothing fits correctly and laces are done up properly
- Remove all jewellery, chewing gum etc.
- Are familiar with the environment in which they are playing, point out any potential obstructions or hazards
- Report any damage to equipment to the person in charge
- Warm up so that they are ready for exercise
- Always listen to instructions
- Bring a drink with them to every session
- In the sun – wear a hat, long sleeved T-shirt, high protective sun cream



GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

Advice for Club Members and any other person.

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

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:

Action Taken:

Action taken by Coach/ Leader/ Manager:

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

Action taken by Doctor or Nurse (if appropriate):

Signatures:

Signature of Coach/ Leader/ Manager:

.....

Signature of casualty (if possible):

.....

Signature of witness (1)

Address:

.....

Signature of witness (2)

Address:

.....

FIRST AID



Should a member of the club require first aid treatment, a first aider should be summoned by the quickest available means possible. 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 place i.e:

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

- a) Take appropriate First Aid action
- b) Make provision for the injured person to rest or continue as appropriate
- c) Record any incident or injury and complete the accident book/ forms.

Major Injury

- a) Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.
- b) Telephone the next of kin.

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

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

All managers/coaches should check First Aid equipment as stated above and keep with you during tournaments, day trips or any other off-site activity.

Risk Assessment Form



CLUB SITE/ LOCATION:

.....

ASSESSORS NAME:

.....

ASSESSORS SIGNATURE:

.....

ASSESSMENT DATE:

.....

ASSESSMENT REVIEW DATE:

.....

ACTIVITY:

.....

...

HEAD COACH/ LEADER:

.....

QUALIFICATION:

.....



In any club situation it is highly recommended that **TWO ADULTS SHOULD BE PRESENT AT ALL TIMES** with a group of children. This protects the children and also the coach from difficult situations or false allegations and should form part of a club's child protection procedures. Whenever possible ensure that there is a balance of **MALE AND FEMALE SUPERVISORS** for all activities regardless of whether the group of children are boys, girls or mixed. For all activities at least one adult must be a qualified first aider.

The responsibility delegated to all accompanying adults (coaches, instructors, leaders or helpers) should be clearly understood by all, including the children under their care.

People with special needs

The safety of people with special needs requires more consideration and planning, as what may be a low risk activity for most individuals, could be a high risk activity for those with special needs. Attention should be given to:

- √ Access to the site and its facilities
- √ Security Arrangements
- √ Medical needs
- √ Additional support staff and carers
- √ Dietary requirements
- √ Emergency procedures and specialist advice in an emergency

Club child welfare officers are: Mr Karnjit Singh Khatkar (Kooner) Club Secretary

Ms Anoo Bhalay Chair



TASKS UNDERTAKEN: activity/ area assessed	HAZARDS IDENTIFIED: NB: Any serious or imminent danger will need a procedure	RISK: Low/ Medium/ High	PERSON(S) AT RISK: i.e. coach, juniors, adults with special needs	EXISTING CONTROLS:	ADDITIONAL CONTROL MEASURES REQUIRED:	TARGET DATE: for action by	COMPLETED ON: date and initial
Setting up of seven-a-side goals	<ul style="list-style-type: none"> - Number of goal pieces - weight of object - possibility of posts moving during game/practice 	Medium	Coaches, players, spectators	<ul style="list-style-type: none"> - at least two coaches erect goalposts - instructions clearly labelled and procedures followed (training) 	<ul style="list-style-type: none"> - additional weights to be placed on goals to hold them down during game/training 	Immediate	XX/YY

