

# Health & Safety Policy

2023/24 Season



**1. Health & Safety Statement.** Vulcan Football 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.

To support our Health & Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and activities undertaken by the club (see Appendix 1).
- Create a safe environment by putting health & safety measures in place as identified by the assessment.
- Ensure that all officials are given the appropriate level of training and competition by regularly assessing individual ability dependent on age, maturity and development.
- Ensure that all Lead Coaches are aware of, understand and follow the club's health & safety policy and procedure (see overleaf).
- Appoint a committee member as the competent club official to assist with health and safety responsibilities.
- Ensure that emergency arrangement procedures are in place and known by all Lead Coaches.
- Ensure that players have access to adequate first aid facilities, qualified first aiders and a responsible adult with a phone to contact emergency services.
- 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.



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**2. Club Procedure for Health & Safety.** 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 in-date:

- FA Accepted Enhanced DBS check;
- FA Emergency First Aid in Football qualification; and
- FA Safeguarding Children qualification.

Coaches should 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.

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.):

**a) 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.

**b) 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

**c) Documented Risk Assessment** – 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 (See Appendix 1).

**d) Visual Risk Assessment** - By completing the checks in #1 & #2 (above), a Manager or Coach is performing a dynamic risk assessment on all Club activities and venues used. On completion of the assessment, the Manager or Coach 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.

**e) First Aid** – A qualified first aider is at all training and match venues with a suitable first aid kit. A fully charged mobile phone is available.

**f) Contact Details** – All Managers and Coaches have access to a complete and up to date 'Emergency Contacts' schedule or an export of all their players' Vulcan Football Club Membership form.

**g) Goal Post Safety** – Familiarise and adhere to the FA's Goal post safety guidelines (<http://www.thefa.com/get-involved/goalpost-safety>).

**h) End of Game 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.



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Premises should be locked securely and keys returned to assigned key lockers.

- i) **Incident Reporting** - In the event of a person receiving an injury, an 'Accident Report Form' is required to be completed online - <https://vulcanjuniorsfc.co.uk/accident>.
- j) **Parental Responsibility** - Children remain the responsibility of their parents / legal guardians at all times when participating in football training, matches and any other Vulcan Football Club activities and also when arriving and departing from them. Vulcan 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 Liverpool County Football Association 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 Vulcan Football Club activities. Should parents/legal guardians make any arrangements with other adults concerning their child including their supervision and transportation to/from Vulcan Football Club activities then this is at their own responsibility in their own legal capacity and not the responsibility of Vulcan Football Club.



**Appendix 1 – Risk Assessment Check-List**

**Venue/Site of Risk Assessment:**

**Dates of Assessment:**

**Activity:** Football

**Person carrying out the assessment:**

<b>Key Checks</b>	<b>Yes</b>	<b>No</b>
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.....

Date.....