



# Lawford Football Club

## HEALTH & SAFETY POLICY

***This policy applies to all sections of the Club. Some sections of the policy set out specific responsibilities relating to the Youth & Junior section (including Lions & Wildcats).***

### **Introduction**

Lawford Football Club (LFC) is committed to a safe environment for all players, coaches, other volunteers and visitors. It will promote standards of health, safety and welfare within football and will ensure compliance with all relevant statutory provisions. All volunteers have a legal responsibility as stated under section 7 of the Health and Safety at work Act 1984 to do everything possible to prevent an accident or injury to themselves and others.

The Trustees, Officers, team managers and coaches are ultimately responsible for ensuring that the Club's Health & Safety Policy is implemented and that as far as is reasonably practicable a safe operating environment exists in their areas of operation and activities are conducted in such a manner as to minimise the risk to health and safety.

All members and visitors have an obligation to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions and cooperate with the Club to enable any such duty to be complied with. Any hazardous situation should be reported to a Club Officer.

### **Safeguarding**

Lawford Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care. We are committed to working to provide a safe environment for all members.

Further details about the Club's Safeguarding Policy can be found at <https://www.lawfordfc.co.uk/safeguarding>

### **Personal responsibility**

Lawford Football Club actively promote The FA's Respect codes of conduct in football. We endorse the approach that "We only do positive!". Each player, parent & carer, spectator, coach, club official and match official are expected to act in-line with the appropriate code of conduct, which can be found at <https://www.lawfordfc.co.uk/safeguarding>

### **Parental responsibility**

Children remain the responsibility of their parents / guardians at all times during football training, matches and other LFC activities including when arriving and departing at them. LFC does provide all reasonable safeguards in terms of Disclosure and Barring Service (DBS) checks (CRC checks), first aid qualified volunteers and a club Child Welfare officer and acts as advised by Essex County Football Association and The Football Association in the conduct of its activities and affairs.

As a voluntary organisation, our volunteers do have a duty of care for the children in our membership. However, this does not extend to the level of that of teachers or registered childminders and as such parents / guardians must be advised against dropping their younger age group children off and leaving the site during football training, matches and other LFC activities.

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

### **First Aid**

All teams must have a qualified first aider present at all times both during training and matches.

All teams are provided with a first aid kit to be used for all training and matches.

The first aid bag should be carried by the coaches to every training session and match. First aid kits to be checked regularly and contents replaced as required.

In the event of an accident involving a youth or junior player club, the following procedure is followed: (a) The injury must be assessed by a qualified First Aider. (b) In the event of further medical advice being sought (i.e. hospital) parent / guardian must be contacted immediately. (c) In the event that the Team Manager is unable to contact the parent / guardian, the player remains his /her responsibility, or that of his/her delegated representative, until such time as a suitable person can be contacted and is present to assume that responsibility. (d) All necessary care must be taken that at no time is an injured club member left unattended by a Club Official or suitably responsible person.

All injuries to players resulting in medical treatment being required, must be reported to the Secretary of the respective section and if he / she considers it necessary an accident report submitted.

### **Youth & Junior Players**

It is important to brief youth & junior players 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

All parents / guardians must inform the Club of any medical conditions at the beginning of the season. Details must be provided when completing the Club's registration form. Necessary preventive medicines must be carried at all times for self-administration unless in emergency.

Coaches should ensure that they have a complete and up to date 'Emergency Contacts' schedule.

## Fire Procedures

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 Officers to ensure that all members and volunteers understand the basic fire precaution arrangements and procedures including:

- 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

The fire assembly point is the **Top 11x11 pitch**



If evacuation is necessary it is important to remember the following 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
- No heroics – People before property
- 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 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.

## **Contacting the emergency services**

When calling the emergency services it is important that they are given the full information. Remember when calling 999 or 112 for the police, ambulance or fire brigade, the 'control room' for these services may not be local, do not expect the operator to know where your club is located.

Procedure:

- Keep calm, speak clearly
- Give your name - state the service(s) that you require
- Give full name, address and telephone number of the club
- Location, details and time of the accident/ incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible.

## **Playing and Training Venues**

### ***School Lane***

- The pitch / training area should be inspected prior to use and any hazards removed.
- In extreme weather conditions such as heavy snow, severe frost, water logging with puddles of standing water and/ or areas of sinking mud/ turf will result in matches being postponed. In this case, respective section Secretary, referee and opponents should be advised of this as soon as possible and practical to do so.
  - The whole of the field of play surface MUST be safe. As a fundamental inspection rule the ground should take a stud and enable safe turning without slipping.
  - When completing the field of play inspection, a good indicator of the suitability of the surface, can be ascertained by inspecting the goalmouth areas and the centre circle area first. These are the areas that get more use and are more likely to be rutted and hard due to frost. Other areas for close inspection, are places covered in shadow from buildings or trees.
- Check the goal posts for safety.
- Check that the corner flags and 'Respect' barriers are used correctly in matches.
- Check changing facilities for security and safety, as appropriate.
- Managers / coaches must make sure all goals are put back safely and properly at the end of the training session.
- Managers / coaches must make sure all rubbish (bottles etc) is removed at the end of the training session.

### ***Away venues***

For away venues in the first instance please raise any concern with the 'home' team manager and should you be unsatisfied with a response or lack of a response then please notify the respective LFC section Secretary.

### ***Outdoor all-weather pitches***

- Prior to anybody going into the all-weather enclosure, managers / coaches must inspect surface, goals and general area. If unsafe or in doubt the training session should be cancelled.

- Any problems should be reported to site personnel and club officials immediately.
- Gates should be kept closed and only managers / coaches should be inside whilst set-up for training is taking place
- Managers / coaches should have a first aid kit with them at all times & mobile phone available to them & emergency contact details for all their players.
- Players should wear appropriate equipment, including trainers or astroturf boots (no metal studded boots or blades) and shin pads.
- No one, other than team officials and players, should be allowed into the all-weather enclosure at any time.
- Managers / coaches must make sure all goals are put back safely and properly at the end of the training session.
- Managers / coaches must make sure all rubbish (bottles etc) is removed at the end of the training session.
- The next group waiting to access the area should not enter until the previous team and associated equipment has been removed.
- All sessions should finish promptly, and the facility left with equipment in the correct location. If required, team briefs should be taken outside of the enclosure.

### ***Indoor Sports Halls***

- Prior to anybody going into the sports hall, managers / coaches must inspect surface, goals and general area. If unsafe or in doubt the training session should be cancelled.
- Any problems should be reported to site personnel and club officials immediately.
- Any standing water must be mopped up and the area coned off
- All sports hall equipment not in use should be moved into a position of safety
- Any cricket and segregation nets should be secured against the walls. Nothing should be left trailing on the floor
- Goals must be secured to the wall with the relevant equipment. If no securing equipment is available, do not use the goals
- Managers / coaches should have a first aid kit with them at all times & mobile phone available to them & emergency contact details for all their players.
- Squad members should wear appropriate equipment, including trainers and shin pads.
- Managers / coaches must make sure all goals are put back safely and properly at the end of the training session.
- Managers / coaches must make sure all rubbish (bottles etc) is removed at the end of the training session.
- The next group waiting to access the hall should not enter until the previous team and associated equipment has been removed.
- All sessions should finish promptly and the facility left with equipment in the correct location. If required, team briefs should be taken outside of the hall.

### **Equipment**

All players must wear shin guards/ pads.

Check that the ball safe (i.e. not damaged?)

All equipment must be used in accordance with manufacturer's instructions.

Player's boots and the 'blades' or 'studs' on them should be checked regularly for safety. (There have been serious accidents and injuries caused by 'blades' with sharp worn edges and also 'studs' with sharp or exposed metal – players wearing such boots on concrete or gravel should therefore be actively discouraged as this can cause this problem)

Referees do have the right to inspect player's boots accordingly (FIFA Interpretation of the Laws of the Game and Guidelines for Referees)

All items of jewellery (necklaces, rings, bracelets, earrings, leather bands, rubber bands, etc.) are strictly forbidden and must be removed. Using tape to cover jewellery is not acceptable. (Law 4 The FA/ FIFA Laws of the Game concerning Equipment)

### **Goalpost Safety**

FA Goal post safety guidelines must be followed at all times. The guidelines can be found at – <https://www.lawfordfc.co.uk/documents>

### **Food Hygiene**

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and always after using the toilet;
- Ensure cuts or sores are covered with waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Advise a Club Officer of any defects or concerns regarding the facilities - e.g. uncleanness, refrigeration malfunction or cracked food preparation surfaces.

### **Risk Assessments**

A formal and recorded process to weigh up the suitability and safety of any activity by identifying the hazards that could potentially cause harm and taking the appropriate precautions or actions required to prevent harm or injury.

The risk assessment should be undertaken by a 'competent' person. Ask other club members or committee members what they think as they may have noticed things which are not immediately obvious.

Make an inventory of club activities and tasks. Identify the hazards for each of these activities – on and off site – and decide if the hazards are minor or significant.

Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.

Decide if the risk is acceptable and prioritise the significant hazards – identify whether the risk is high, medium or low by deciding which could result in serious harm or affect several people.

Select method of control – check that all reasonable precautions have been taken to reduce the risk and avoid injury, however be aware that even after all precautions have been taken, some risk usually remains

Record the findings - keep the written record for future reference, it can help if you become involved in any action for civil liability. It can also remind you to keep an eye on particular hazards and precautions.

Implement measures to reduce the risks and monitor to ensure that the standards are maintained.

Regularly review – it is good practice to review your assessment to make sure that the precautions are still working.

### ***Risk Assessment Procedures***

- 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, it is essential that the activity does not proceed until the risk has been significantly reduced
- A template for risk assessments is attached to this document

**Lawford Football Club  
Health & Safety Policy  
30.08.23**

**Injury/Incident Report Form** (to be filled out by the coach in charge at the time of the incident)

Coach 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.....

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Action Taken:

Action taken by Coach/Club Rep:.....

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

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Action taken by Doctor or Nurse (if appropriate):

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Diagnosis:.....

Signature of Coach/ Leader/ Club Rep: .....

Signature of casualty (if possible): .....

Signature / name of witness (1) .....

Address:.....

Signature / name of witness (2) .....

Address:.....



## Risk Assessment Template

<b>TASKS UNDERTAKEN:</b> activity/ area assessed	<b>HAZARDS IDENTIFIED:</b> NB: Any serious or imminent danger will need a procedure	<b>RISK:</b> Low/ Medium/ High	<b>PERSON(S) AT RISK:</b> i.e. coach, juniors, adults with special needs	<b>EXISTING CONTROLS:</b>	<b>ADDITIONAL CONTROL MEASURES REQUIRED</b>
Setting up of goals	Number of goal pieces weight of object possibility of posts moving during game/practice	Medium	Coaches, players, spectators	At least two coaches erect goalposts Instructions clearly labelled and procedures followed (training)	Additional weights to be placed on goals to hold them down during game/training
Suitability of playing area	Broken Glass or Cans, Dog Waste on Playing Area Storage of indoor equipment/ apparatus	Low	Coaches, players	Playing area checked by coaches prior to activity starting	Supply of additional rubbish bins on training/match days Ensure area is free of any equipment / apparatus
Child Protection	Minimum Supervision ratios	Low	Coaches, players	All staff Disclosure checked	Avoid one to one adult to child situations (travel to games / changing areas) As minimum have two coaches present all session
Identification of player	Relevant contact details for all players.	Low	Players	Register of all players with emergency contact details	Registration of any new members. Regular updates to registers