

# THE SPALDING UTD YOUTH FOUNDATION

## HEALTH & SAFETY POLICY



### Introduction

Spalding United Youth Football Club is committed to a safe environment for all players, volunteers, and coaches. We promote standards of health, safety, and welfare within football, and we will ensure compliance with all relevant statutory guidance. Spalding United Youth Football Club will implement procedures and safe systems to ensure that all reasonable and practical measures are taken to avoid risk. Risks will be managed through regular audits and reviews. We will ensure that appropriate instruction and training is provided to volunteers, coaches and players to ensure that risks are managed appropriately.

### Purpose and Scope

This policy is designed to give a framework for all members to work towards to minimise the risks involved in club activities and to provide a safe environment for children and young people to play football.

### Procedures

To support our Health & Safety policy Spalding United Youth Football Club are committed to:

- Undertake regular and recorded risk assessments of the club premises and all activities undertaken.
- Create a safe environment by putting measures in place to appropriately mitigate risk as identified by the risk assessment.
- Ensure that all members are given the appropriate instruction and training.
- Ensure that all members are aware of, understand and follow the club's health & safety policy.
- Appoint an appropriate and competent club person to lead on health and safety
- Ensure that standard 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.
- Review and monitor the implementation of the policy to ensure effectiveness

### Coaches, Volunteers and Players have a duty to:

- Take reasonable care of their own health & safety and that of others.
- Be aware of the Health and Safety policy and appropriate risk assessments.
- Attend any appropriate training.
- Co-operate with the club on health & safety issues.
- Use all equipment appropriately and in line with instructions.
- Not interfere with or misuse anything provided for your health, safety, or welfare.
- Report health and safety concerns, near misses and accidents to the club.

### Coaching Youth Teams

All players should be briefed 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. All participants should:

- 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.
- Be familiar with the environment in which they are playing and aware of any potential obstructions or hazards
- Report any damage to equipment to the person in charge.
- Warm up so that they are ready for exercise
- Listen to instructions
- Bring a drink with them to every session
- Be appropriately dressed/equipped for the weather conditions, e.g., sun cream, skins, hat

There should be at least one First Aider at each match or training session.

Coach to participant ratios required are:

For 4 to 8 years – one adult to every 6 children (1:6)

For 9 to 12 years - one adult to every 8 children (1:8)

For 13 to 18 years – one adult to every 10 children (1:10)

Whatever the age of the children and type of activity, a minimum of two FA-DBS-checked coaches/adults must always be present. This ensures at least basic cover in the event of an incident.

If the children have additional needs e.g., learning needs or a disability the ratio may need to be higher to ensure you can meet the specific needs of the group.

All coaches/adults must have an in-date FA-DBS check, have completed a Spalding United Youth Induction and have completed the FA Safeguarding Children course.

If coaches or volunteers are aged 16-17, they cannot be considered as adults and will need to be included in the coach to participant ratio.

## **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.

## **Incident and Accident Reporting**

Any incidents or accidents should be reported to the committee immediately and the Incident/Accident Form should be completed and forwarded to the Club Secretary within 48 hours. Accident records will be kept 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.

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.

## **Players Returning from Injury**

Coaches should not encourage players to play when they are injured. This is potentially Neglect and/or Physical Abuse and the Club will take it seriously.

Following a concussion or suspected concussion, it is recommended that players are reviewed/assessed by a doctor (typically a GP) before returning to sport. See the [The FA's Concussion guideline for football | England Football](#) for more details about returning to play following a concussion.

An injured player's symptoms must be completely gone before returning to play, there should be no pain or swelling and they should have a normal range of motion. If players have suffered a serious injury, they should be medically cleared. It may be appropriate for a gradual return to play, e.g., light training, full training, reduced game time etc.

If you are unsure if a player should be playing, please contact the committee for support.

## **Emergency Operating Procedures**

### **First Aid**

Every coach should have a First Aid kit and carry a mobile phone. First aid equipment should be checked frequently to ensure sufficient quantities, usable and that they are within their expiry date.

There should be one coach in every team who is First Aid qualified.

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

Take appropriate First Aid action

Make provision for the injured person to rest or continue as appropriate

Record any incident or injury and complete the accident form.

### **Major Injury**

Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.

Telephone the next of kin.

Record any incident or injury and complete the form.

## **Guidelines for Dealing with an Incident/Accident**

### **Step-By-Step Advice**

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 supervised.
7. Do not move someone with major injuries.
8. Wait for the emergency medics.
9. Contact the injured person's parent/carer if they are not present.
10. Complete an incident/accident report form.

Signed:

<b>Role</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Chairperson</b>			
<b>Vice Chairperson</b>			
<b>Secretary</b>			
<b>Club Welfare Officer (Youth)</b>			
<b>Treasurer</b>			

