



Euxton Villa Football Club Health & Safety Policy

Introduction

Euxton Villa Football Club (EUXTON VILLA) is committed to providing a healthy, safe and protected environment for all managers, coaches, players and volunteers of all levels. EUXTON VILLA promotes standards of health, safety and welfare within football and ensures compliance with relevant statutory regulations. EUXTON VILLA ensures that:

- Suitable risk assessments are conducted
- Procedures and safe systems are implemented in accordance with all current statutory regulations
- All reasonable and practical measures are taken to avoid risk
- Safe practices are adopted, and continuous improvements are sought through regular audits and reviews of all processes

Health & Safety Policy Objectives

To support the Health & Safety Policy, EUXTON VILLA is committed to the following objectives:

- Undertake regular, recorded risk assessments of training and match venues, and all activities undertaken by the EUXTON VILLA
- Create a safe environment by putting health and safety measures in place as identified the risk assessments
- Ensure EUXTON VILLA Standard Operating Procedures and Emergency Operating Procedures are in place and known by all members
- Provide access to adequate first aid facilities, telephone facilities and qualified first aiders at all times
- Report any incidents or injuries sustained during any EUXTON VILLA activity or whilst attending EUXTON VILLA venues
- Ensure that all members are aware of, understand and follow all aspects of EUXTON VILLA's Health and Safety Policy
- Ensure that the implementation of the Health and Safety Policy is reviewed regularly and monitored for effectiveness

If you have any questions or concerns regarding the contents of this policy please contact EUXTON VILLA Chairperson, **Graham Keyte via email – hello@euxtonvillafc.com**



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Document Revision

Revision Number	Date of Revision	Approved	Signature



Policy Adherence

ALL members of EVFC have a duty to:

- Take reasonable care for their own health and safety and that of others who may be affected by their actions
- Co-operate with EVFC's Health and Safety Policy
- Abide by EVFC Constitution and other policy documents
- Correctly utilise the equipment supplied by EVFC
- Not interfere with or misuse resources provided for the health, safety and welfare of all members

Membership Standard Policy Regulations

The standard policy regulations for all members set out the most common health and safety regulations that all members of EVFC must adhere to in the interest of everyone remaining safe.

Regulations:

1. All players must wear shin pads for all training sessions and matches.
2. Chewing gum is prohibited for all managers, coaches and players whilst attending training sessions and matches.
3. No jewellery is to be worn apart from wedding rings by players at all training sessions and matches. If a player has recently had their ear(s) pierced and it is too early to remove the earrings, then the earring(s) must be covered or taped to minimise any injury.
4. Long hair is to be tied back in an appropriate manner.
5. Suitable footwear for the type of playing surface must be worn.
6. Football laces are to be tied adequately to avoid incidents.
7. Only spectacles that follow FA sports glasses/goggles guidance can be worn.
8. All players are to bring a full water bottle to training sessions and matches.



Managers and Coaches Standard Policy Regulations

Managers and Coaches are responsible for the welfare of the players whilst in their care either at training sessions or on match days. To aid the burden of the responsibility, Managers and Coaches are to ensure:

1. All players adhered to the Membership Standard Policy Regulations as detailed on page 3 of this policy
2. The minimum levels of manager/coach to player ratios are met
3. The playing surface for all training sessions and matches is checked prior to commencement for any hazards, litter or anything that has the potential to harm the players
4. All equipment is checked prior to usage and any damages reported to EVFC Committee for replacement or investigation
5. Ensure all players carry out sufficient warm up exercises prior to training sessions and/or matches to avoid unnecessary injury
6. That they are in possession of their Team Administration Folder containing the following documents,
 - (A) Emergency Procedure Guide
 - (B) First Aid Procedure
 - (C) Player's ICE & Health Forms
 - (D) Managers Checklist
 - (E) Injury/ Incident Forms

The folder is to be kept pitch side during all training sessions and matches.

Ensure there is always:

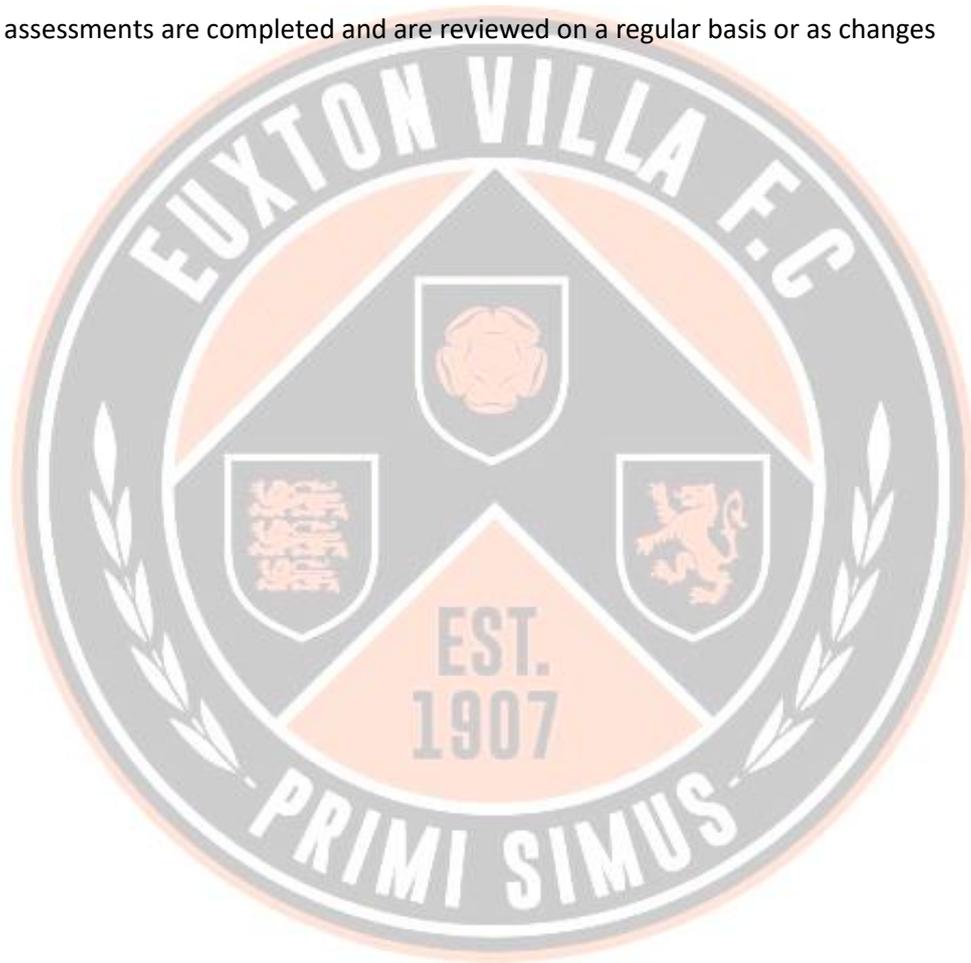
- A fully stocked first aid kit available at any training sessions or match (both home and away matches)
- A fully charged mobile phone is available for any emergency situations



EVFC Committee and Club Officials Standard Policy Regulations

EVFC Committee and Club Officials are responsible for the health and safety of all club members. They are to ensure:

1. The Health and Safety Policy objectives are being adhered to and worked towards
2. All members of EVFC are aware of all the policies and procedures
3. All policy and procedures are reviewed on a regular basis or as changes occur
4. All risk assessments are completed and are reviewed on a regular basis or as changes occur.





Hazard Identification and Risk Assessment

To provide a safe environment for football, it is necessary to identify hazards, assess the potential risks and then take action to eliminate the hazards. Failing this, action must be taken to either the risks or reduce them to an acceptable level to the respective activities.

Risk Management Control

Risk control involves introducing changes in the way to operate to minimise risk. The risk controls are categorised in order of effectiveness and all risk based decisions should follow this order to arrive at the correct control measure for a training session/match/task/duty/activity/event.

The hierarchy of Risk Control is:

- Eliminate the Hazard
- Reduce the Hazard
- Prevent Contact with the Hazard
- Safe Systems of Work
- Personal Protective Equipment

EVFC will identify the main hazards and risks within the club environment so that health and safety can be effectively managed.

Risk assessments are produced to support the safe delivery of training sessions, matches, tasks, duties, activities and events, to determine if they can take place by following the contents and risk control measures.

If you have any questions or concerns regarding the risk control measures please contact EVFC Chairperson, Graham Keyte via email – hello@euxtonvillafc.com

Definitions

Hazard - anything that could cause harm

Risk - the chance, high, medium or low that somebody may be harmed by the hazard, together with an indication of how serious the harm could be.



Emergency Procedure

It is important that all members are aware of the Emergency Procedures for EVFC.

All Team Managers must have the full contact details, next of kin and medical details of all their Players.

Team Managers must ensure that they have a fully charged mobile telephone available at all training sessions, matches and tournaments.

Contacting the Emergency Services

When contacting the emergency services, it is important that they are given the correct details and information.

When calling 999 for the Emergency Services - Police, Ambulance or Fire and Rescue Service, the control room for these services may not be local therefore, do not expect the operator to know of your exact location.

Remember to:

- Keep calm and speak clearly
- Give your name, state the service(s) you require
- Give the full name and address of your location
- Give your mobile telephone number
- Give details and time of incident
- State the number of casualties and their condition(s)
- Give the access point/location for the Police, Ambulance or Fire appliance
- Nominate another person (if available) to assist the appliance, once on scene, with directions to the casualty and/or the incident



Fire Procedure

Upon discovering a fire, the nearest fire alarm is to be activated. Training sessions, matches and tournaments will mostly be played outdoors therefore, the raising of the alarm would be verbal.

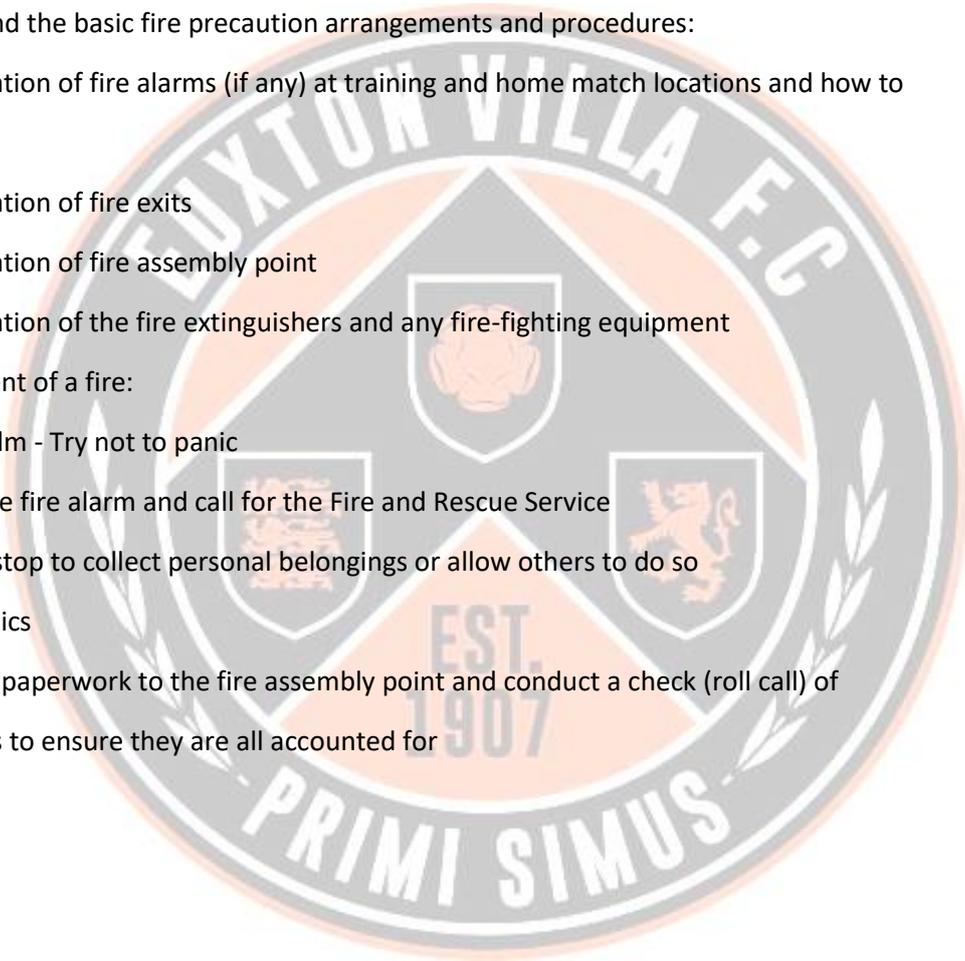
Do not attempt to fight the fire unless it is safe to do so (e.g., The fire can be put out quickly with the minimum risk to self).

EVFC Committee and Club Officials are responsible for ensuring that all members understand the basic fire precaution arrangements and procedures:

- The location of fire alarms (if any) at training and home match locations and how to use them
- The location of fire exits
- The location of fire assembly point
- The location of the fire extinguishers and any fire-fighting equipment

In the event of a fire:

- Keep calm - Try not to panic
- Raise the fire alarm and call for the Fire and Rescue Service
- Do not stop to collect personal belongings or allow others to do so
- No heroics
- Take all paperwork to the fire assembly point and conduct a check (roll call) of attendees to ensure they are all accounted for





First Aid Procedure

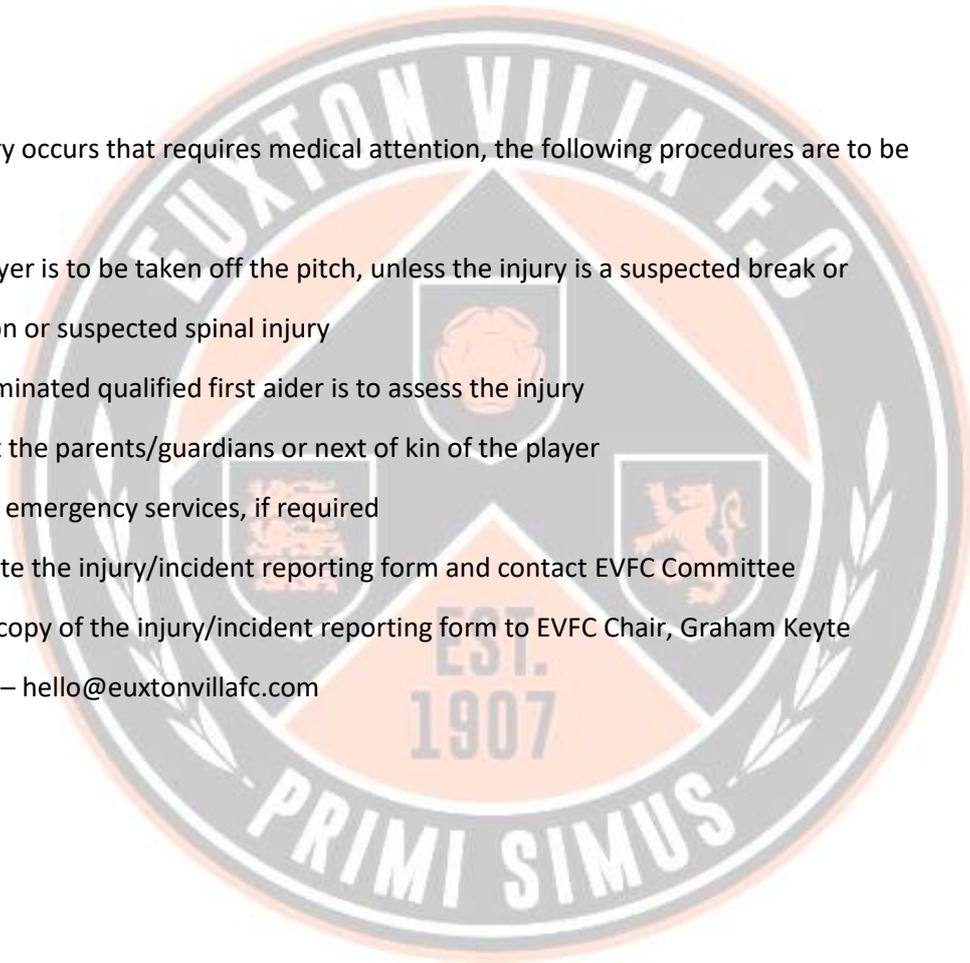
Each team must have a first aid qualified Manager/Coach present at all training sessions, matches and tournaments. The nominated qualified first aider must ensure that they have a fully stocked first aid kit that is checked regularly.

First aid boxes should be made of suitable material and designed to protect the contents from damp and dust. First aid boxes should be clearly identifiable. The first aid box should only contain those items that the first aider has been trained to use.

Injuries

If an injury occurs that requires medical attention, the following procedures are to be followed:

- The player is to be taken off the pitch, unless the injury is a suspected break or dislocation or suspected spinal injury
- The nominated qualified first aider is to assess the injury
- Contact the parents/guardians or next of kin of the player
- Call the emergency services, if required
- Complete the injury/incident reporting form and contact EVFC Committee
- Send a copy of the injury/incident reporting form to EVFC Chair, Graham Keyte via email – hello@euxtonvillafc.com





Missing Person Procedure

In the event of losing a person, a check (roll call) of the children (Under 18s) is to be undertaken. The children are to be taken to a safe place within the location, under the supervision of a EVFC Coach or DBS certified adult member.

A full search of the area is to be conducted, with the request of assistance from members of the general public, if required.

Should the person not be located after an extensive search, Lancashire Police must be contacted.





Manual Handling

EVFC are to ensure the necessary steps are taken to avoid over excessive manual handling activities with the assistance of all EVFC members by following the guidelines below.

The complete 'Manual Handling Operations Regulations 1992' (MHOR 1992) (as amended) is available on the HSE website: www.hse.gov.uk

Definition of manual handling:

"...any transporting or supporting of a load (including lifting, lowering, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".

Incorrect manual handling techniques can result in injuries or be the cause of Musculoskeletal Disorders (MSD's). Symptoms of MSD include:

- Pains
- Dull aches
- Muscle weakness
- Joint stiffness
- Joint noises
- Decreased range in movement
- Inflammation
- Swelling

Other injuries that may occur as a result of incorrect manual handling techniques are:

- Prolapsed discs
- Sprains/strains
- Hernias
- Fractures
- Cuts and abrasions

The (MHOR 1992) regulations explain how to avoid, assess and reduce the risk of injury from manual handling.

1. **AVOID** the need for hazardous manual handling so far as is reasonably practicable.
2. **ASSESS** the risk of injury from any hazardous manual handling that cannot be avoided

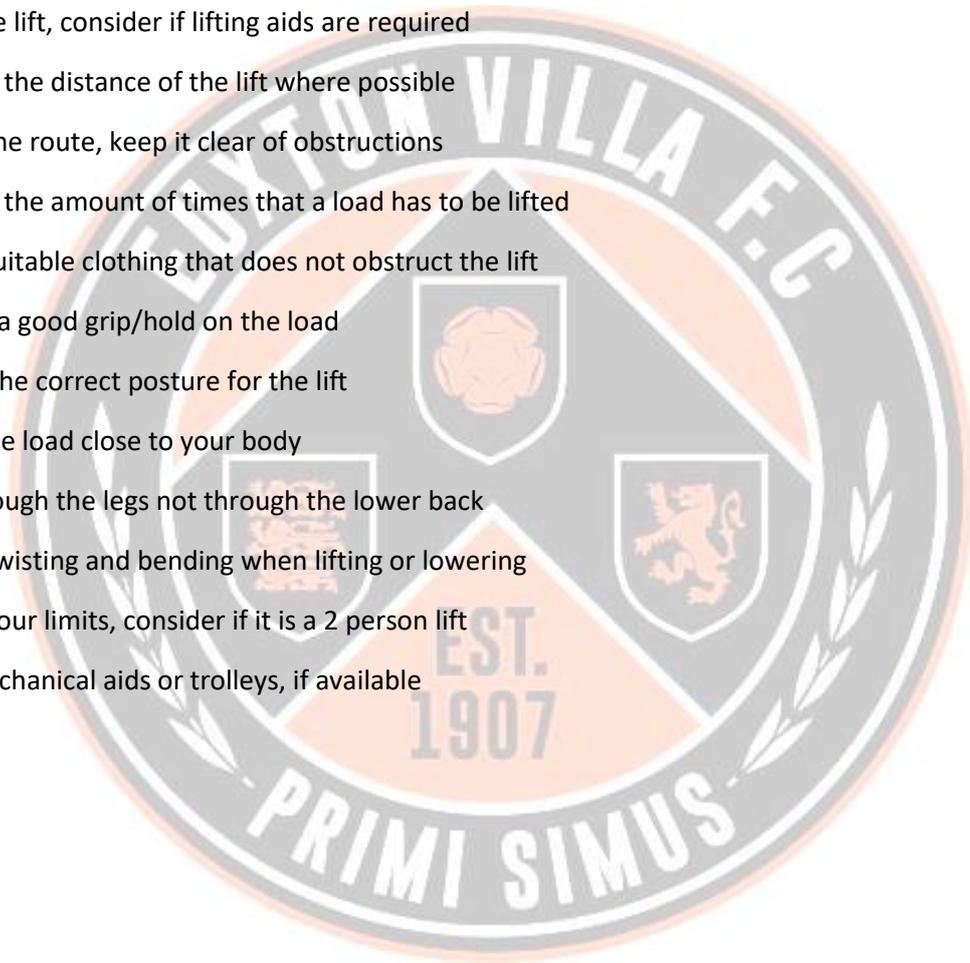


3. **REDUCE** the risk of injury from hazardous manual handling so far as is reasonably practicable.

When trying to avoid manual handling the first question to ask is whether the load needs to be Handled at all. If Yes, could the work be done in a different way?

Some simple steps you can take before and during the moving of a load:

- Plan the lift, consider if lifting aids are required
- Reduce the distance of the lift where possible
- Know the route, keep it clear of obstructions
- Reduce the amount of times that a load has to be lifted
- Wear suitable clothing that does not obstruct the lift
- Ensure a good grip/hold on the load
- Adopt the correct posture for the lift
- Keep the load close to your body
- Lift through the legs not through the lower back
- Avoid twisting and bending when lifting or lowering
- Know your limits, consider if it is a 2 person lift
- Use mechanical aids or trolleys, if available



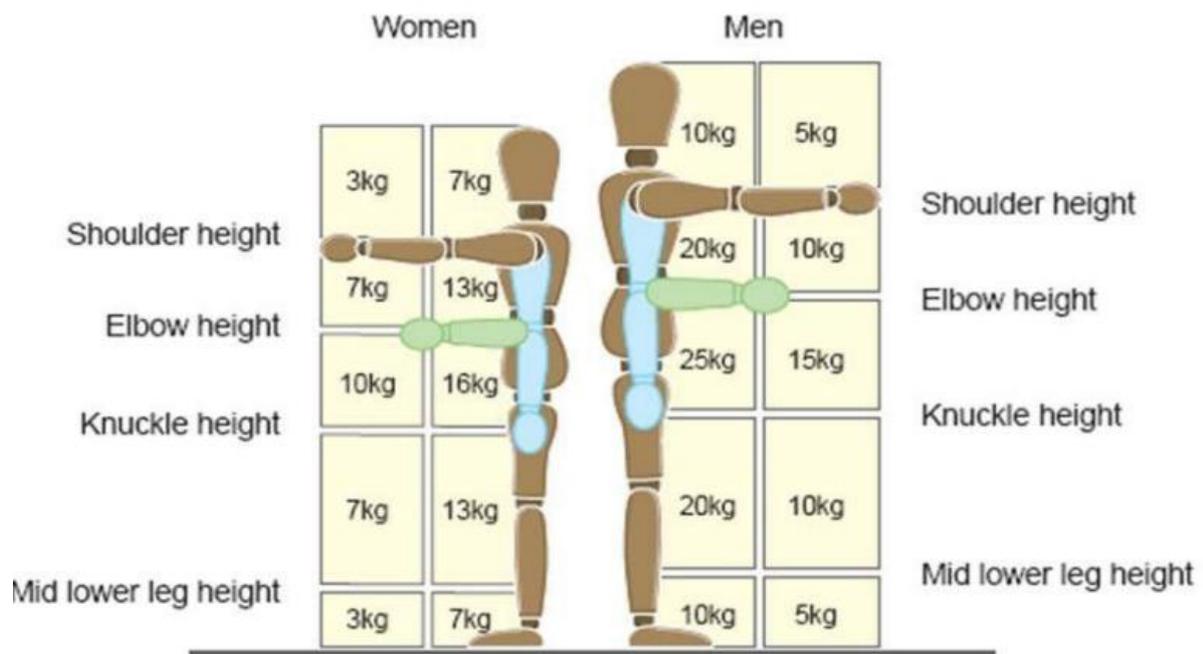


Each box in the diagram below contains a guideline weight for lifting and lowering in that zone.

Using the diagram enables the assessor to take account for the vertical and horizontal position of the hands as they move the load, the height of the individual handler and the reach of the individual handler.

The guideline weights are reduced if arms are extended or at high or low levels during the lift, as that is where injuries become more likely.

Lifting and Lowering





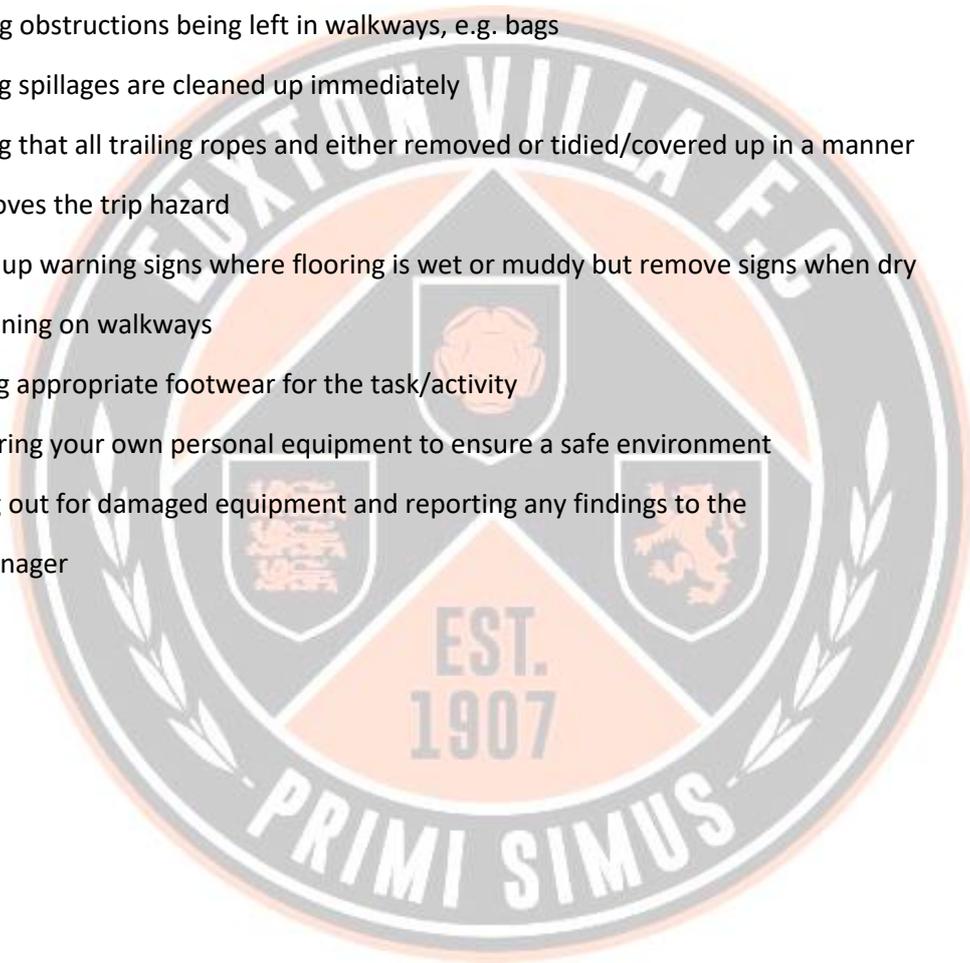
Slips, Trips and Falls

Slips, trips and falls are a common cause of major and minor injuries. They result in broken bones, cuts/bruises, sprains and strains.

EVFC Committee and Officials are to ensure the necessary steps are taken to avoid occurrences of slips, trips and falls with the assistance of all EVFC members by following the guidelines below.

Prevent slips, trips and falls by:

- Avoiding obstructions being left in walkways, e.g. bags
- Ensuring spillages are cleaned up immediately
- Ensuring that all trailing ropes and either removed or tidied/covered up in a manner that removes the trip hazard
- Putting up warning signs where flooring is wet or muddy but remove signs when dry
- Not running on walkways
- Wearing appropriate footwear for the task/activity
- Monitoring your own personal equipment to ensure a safe environment
- Looking out for damaged equipment and reporting any findings to the Team Manager





Drug and Alcohol Abuse

In the interest of all members, EVFC aims to maintain a healthy, safe and protective environment for football.

All persons found to be under the influence of alcohol and/or drugs will be escorted from the match/training session/task/duty/event immediately by the most senior Club Official present.

The individual(s) under the influence of alcohol and/or drugs will have their club membership revoked.

Incidents involving the possession of illegal drugs or the intention to supply any type of drug whilst at a club match/training session/task/duty/event will immediately result in the individual(s) being escorted from the premises, their club membership revoked and the relevant agency/service being notified.

It is important that club members do not unduly place themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse; in all such cases dial 101 and ask for Lancashire Police.

In serious cases (e.g., unconscious casualty) the North West Ambulance Service (NWAS) will be contacted. During the interim period, the casualty will be attended to by a qualified first aider if the situation allows.

In such cases, discarded items such as alcohol containers and drug packaging will be brought to the attention of Lancashire Police and the NWAS, as this information may be valid to the emergency services to enable them to provide the appropriate treatment and care.

Any club member is at liberty to report any suspicions regarding alcohol and drug abuse to Club Officials

Prescription medication

If any club member has a long term medical prescription or is taking over the counter medication that may hinder their performance, EVFC request that medical advice is sought regarding any possible side effects.

Individuals that wish to discuss any of the above, may do so with a Club Official, in the strictest of confidence.



Behavioural Rules

Inc. bullying and aggressive behaviour

Any behaviour from any EVFC member that is deemed to be in contravention of the following policies will be addressed by EVFC Committee and Club Officials.

- EVFC Constitution
- EVFC Code of Conduct
- EVFC Equality Policy
- EVFC Safeguarding Policy





Uninvited (non-club) personnel

All Team Managers, Coaches, Team Administrators, Volunteers, Players, Parents/Guardians and all EVFC members must be mindful of any uninvited personnel during a training session, match or tournaments.

Any members of EVFC are within their civil rights to approach the person to determine the purpose of their presence.

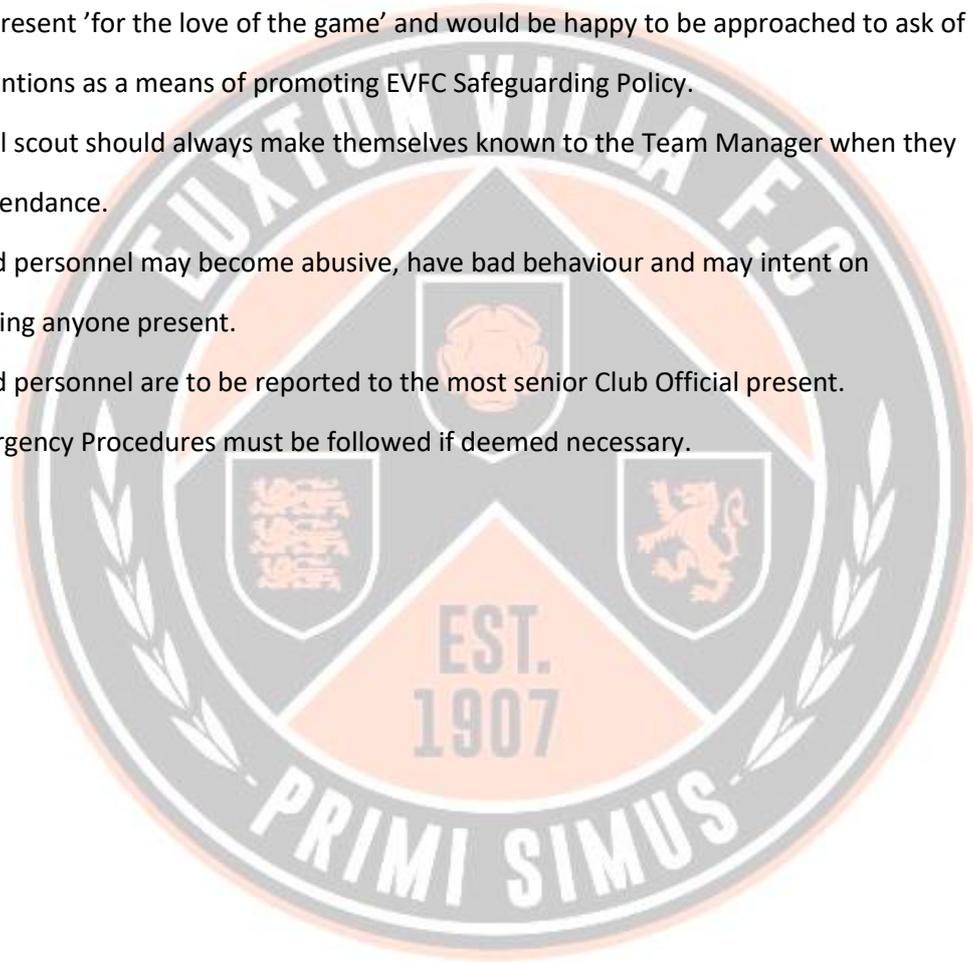
Within a footballing community, supporters of other teams who are not being represented may be present 'for the love of the game' and would be happy to be approached to ask of their intentions as a means of promoting EVFC Safeguarding Policy.

A football scout should always make themselves known to the Team Manager when they are in attendance.

Uninvited personnel may become abusive, have bad behaviour and may intent on intimidating anyone present.

Uninvited personnel are to be reported to the most senior Club Official present.

The Emergency Procedures must be followed if deemed necessary.





Reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) constitutes that all occurrences deemed suitable for reporting are reported to the chain of command of any organisation.

Therefore, any incident/occurrence/damage that influences EVFC members to carry out their roles within the club, or the failing of equipment, must be reported to EVFC Committee and Officials immediately. All reports must be recorded.

The Injury/Incident Form is to be completed upon such an occurrence. A copy of the injury/incident reporting form to EVFC Chair, Graham Keyte via email - hello@euxtonvillafc.com

For any other reportable events/incidents/occurrences/damage, EVFC Committee is to be contacted.

If a reporter wishes to remain anonymous, then a confidential report is to be sent to EVFC Chair, Graham Keyte via email – hello@euxtonvillafc.com, who will guarantee and respect the confidentiality of the report and deal with EVFC Committee on the reporters behalf.

