



Hornsea Town Football Club Health & Safety Policy

The introduction of this Health & Safety Policy should be seen as a clear signal by Hornsea Town Football Club that it is determined to ensure all necessary steps are taken to recognise and protect the welfare of those who participate in football at all levels.

The policy establishes the club's position, role and responsibilities and, together with the club's Code of Conduct, clarifies what is expected of the club's members and individuals involved in the provision of a safe environment for football in Hornsea.

The Aims of The Health & Safety Policy are:

To ensure that all persons who play football should be able to participate in an enjoyable and safe environment. This is the responsibility of all members involved in the running of the football club and extends beyond the coaching and administrative membership to those who come into contact with the club through attendance at training sessions and matches and also through the various social and fundraising activities that the club may host from time to time.

Clear practices and procedures as laid down in this policy and also the club's code of conduct will ensure that all members know exactly what is expected of them in relation to the provision of a safe environment from which the club can operate.

It is essential that those attracted to and participating in football within the club are able to do so in a safe environment where the quality of their participation is not compromised by poor adherence to recognized 'best practice' with respect to Health & Safety.

Objectives

In striving to attain the aims of The Health & Safety Policy, Hornsea Town Football Club has the following objectives:

To maintain a written policy statement concerning Health & Safety and to include within it a comprehensive Risk Assessment.

To embrace the ongoing development and training opportunities provided by the Football Association and County FA with respect to Health & Safety issues and extend those to all involved in the organisation of the club's affairs.

To ensure that all club directives with respect to Health & Safety comply with current government legislation.



The club shall nominate a Health & Safety Officer who will be responsible for keeping the club up to date with all current and ongoing issues relating to Health & safety within a sporting club.

To ensure that the members' welfare is, and must always be the paramount consideration.

Managing the objectives

In managing the policy as a whole, the club to recognises that certain issues that arise or could arise during the ordinary functioning of the club, may be outside of its direct control. For example, the interaction between its membership and those of other clubs or, as may be the case during non sporting functions, the actions of the wider public and persons not directly linked to the club. The club through its code of conduct, has guidelines on the behaviour of its members, officials, players and supporters and as such, would expect that common sense would prevail with regard to matters concerning health and safety.

The club also has access to shared facilities and is aware that these facilities, namely the changing rooms, showers, toilets and bar lounge, are governed by legislation concerning health and safety, fire and emergency issues. The club and its membership are duty bound to abide by the Health & Safety Policy in place at these facilities.

RISK ASSESSMENT

A Risk Assessment can be defined as an identification of the hazards present in or associated with an undertaking and an estimate of the degree of risk(s) involved. A hazard may defined as something with the inherent ability to cause harm. A risk may be defined as the possibility of an adverse occurrence i.e. the possibility of an accident occurring.

The over riding reason why risk assessments have to be carried out is because of the law. Under English law there are two main categories of law, Common law and Criminal law both require some form of assessment to be carried out to identify hazards and reduce risk.

Risks or Consequences of Not Complying With the Law

If some one is injured whilst taking part in an activity organised by the club, there are two possible actions that could occur:

1. The club can be prosecuted by an enforcing authority such as the Health & Safety Executive, Local Authority or Police, if there is shown on investigation to be a failure to abide by Health & Safety legislation. The outcome of a successful prosecution could be a prison sentence or fine.



2. The club can be sued along with any persons involved for failure to fulfil their common law duty of care i.e., they are in some way negligent. The outcome of this is compensatory.

Compensation can also be sorted in the wake of a criminal investigation.

Extent of the Risk Assessment

A suitable and sufficient risk assessment is one that identifies:

1. What the hazards are?
2. How likely is it that something will go wrong and property will be damaged or people injured?
3. If something did go wrong, how serious would the consequences be?
4. The number of people exposed? How frequently will they be exposed and for what duration?
5. The competence of the people involved in the operation?
6. What are the existing control measures?

The risk assessment should enable the club to prioritise remedial measures. In many cases it will be clear to the competent person that some risks require attention before others. However consideration will be required for the remaining risks and these should be prioritised accordingly.

Reducing Risk

The general duty with regard to risk assessments is to reduce risks, so far as is reasonably practicable. The following "hierarchy of control measures" details how risks should be tackled:

1. Avoid risks.
2. Evaluate risks, which cannot be avoided.
3. Combat risks at source.
4. Adapt the activity to the individual, i.e., if a person is too short or too tall then alterations to equipment may be required.
5. Substitute the dangerous for the non or less dangerous.
6. Prioritise collective protective measures, i.e. those that protect a lot of people, over individual measures, i.e. that only protect one person.
7. Provide appropriate instructions to the members.

Assessment Review

The risk assessment must be kept up to date, and must be reviewed periodically to ensure that it remains valid. Factors that may require an automatic re-assessment include:



1. A change in legislation, practice, national guidelines etc.
2. Any significant change in the activity carried out.
3. Change of equipment.
4. Significant changes of personnel.
5. Any other reason to suspect that the original assessment is no longer valid or could be improved.

IDENTIFIED RISKS

Training

For all day to day matters of training, the club's "Code of conduct" should be referred to. This document should be made available to all members with the Health and Safety Policy and Risk Assessment attached as the first appendix in all instances.

It is the responsibility of the individual member to bring to the attention of a coach running a particular session any illness, injury, or other factor that may affect their health and safety, or that of others, during a session.

It is the responsibility of all coaches or Team Managers taking a session to do everything reasonable to ensure the health and safety of themselves, their group and other groups training.

All members involved in the coaching or management of team affairs should have their attention specifically drawn to the codes of conduct at the beginning of their tenure.

Field of Play

It is the responsibility of the coach or Team Manager to ensure that the field of play for both training and for matches is clear of debris that may cause a risk of injury to players, officials and spectators. This may be glass, tins and cans, barbed wire, household waste and other debris, syringes and dog dirt.

It is duly noted that referees also have a duty of care in this respect, as laid down in FA guidelines. However, they are only responsible on match days and the club will use the facilities at times when an appointed referee or match official is not present. Therefore, the club accepts joint and several liability to ensure that the field of play is safe at all times.

Goal Posts

The FA has documented several cases where serious injury has occurred as a result of poor appointed goalposts. It is the clubs responsibility to ensure that the FA's advice on goalpost safety is adhered to.



Perimeter Obstructions

There must be a 2 metre 'safe zone' around the playing area that must be free of immovable obstructions that could be construed a risk to players. Immovable obstructions may include permanent posts, wire and other fencing, advertising hoardings and heavy objects that cannot be moved with reasonable effort ie., rollers, grass cutting equipment.

A referee has the right to postpone any match where he has reasonably cause for concern over the safety the players from pitchside obstructions.

Equipment

Club equipment may be used by all members of the club. In most cases this equipment will be used as part of a training or playing session and obtained from storage by the individual team managers and coaches. It is the team manager's responsibility to ensure safe return of this equipment, as well as checking that it is safe for use in the first instance. Any defects found in club equipment should be noted and that equipment removed from use as appropriate.

Accident and Incident Procedure

In most instances, the team's nominated first aid person will be on hand at matches and at training sessions to provide first aid cover. A First aid kit must be available at the pitch or training ground. When an incident has occurred, a report must be made using the available books, located with each first aid kit.

Other activities

Club activities are defined as those which are advertised through local media or announced at a club meeting, funded by the club or using club equipment. These activities shall be bound by the Health and Safety policy of the club, and associated codes of conduct. In order to avoid unnecessary risk, it is implied that all members adhere strictly to the guidelines on Health and Safety in place at any venue visited.

Insurance

The club will ensure that adequate Public Liability insurance cover is in place and up to date.

CONCLUSION

Hornsea Town Football Club, through confirming this Policy Document, has indicated its determination to ensure that all members can participate in all forms of football activity and do so with their safety being of paramount importance.

It is essential that this document is representative of a process of continual improvement in the area of Health & Safety within the club. It is for all members engaged in club activities to promote good practice and procedures, whilst being ever vigilant and aware of their responsibilities towards the wider membership and all those who come into contact with the club.