



Beverley WhiteStar Football Club

## Health & Safety and Welfare Policy

Beverley WhiteStar Football Club is committed to providing a safe environment for all members of the Club and anyone who watches our matches, regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.

This policy outlines the key elements of our approach to the health, safety and welfare to ensure that all players, parents, carers, managers, coaches, volunteers and spectators involved with Beverley WhiteStar FC, on either a permanent or temporary basis, are provided with a healthy and safe environment to be in.

The key elements of the policy are

### **Health & Safety**

- Risk assessment of facilities
- Checklist for training and matches
- Accident and incident reporting
- Exercise and well being
- Smoking and alcohol
- Insurance

### **Welfare**

- Child Protection Policy
- Equity Policy
- Vulnerable Adults Policy

### **Establishing and maintaining standards**

- Induction
- Training and Development
- Monitoring and Audit
- Communication

## **1. Health & Safety**

### **1.1 Risk Assessment**

A risk assessment will be carried out by the Health & Safety Officer on all facilities used by the Club for training and for matches, on an annual basis.

A risk assessment form will be completed, and any corrective action required will be initiated, with a target date and ownership for completion.

On completion of the correction, the risk assessment form will be amended

The completed assessment forms will be retained by the Health & Safety Officer.

The risk assessment form is attached in Appendix 1

### **1.2 Checklist for training and matches**

Prior to all training sessions and matches, the managers and coaches responsible for the session will carry out checks to ensure that the environment is safe for the session to commence.

Parents and carers are expected to help organise transportation of players to and from training sessions, matches and Club events. If managers, coaches or other parents give another player a lift, they are responsible for ensuring that the transport is in a roadworthy order, and that all of their child passengers wear seatbelts.

The checklist is attached in Appendix 2

All equipment necessary for training and matches will be maintained in good working order to ensure that it provides no risk to anyone involved or present at training or matches.

All equipment, including goal and corner posts, will be checked on an annual basis, to ensure that it is fit for purpose.

### **1.3 Accident and incident reporting**

Any accident or near miss that occurs will be recorded for further investigation, on the Incident Reporting Form attached in Appendix 3.

In the event of an incident the following steps should be followed:

1. Stay calm, act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying
3. Alert the first aider who should take the appropriate action for minor injuries.
4. In the event of an injury regarding specialist treatment, call the emergency services.
5. Deal with the rest of the group and ensure that they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency medics.
7. Contact the injured person's parents/carer.
8. Complete the Incident Reporting Form

### **1.4 Smoking and alcohol**

In compliance with the law, smoking and the consumption of alcohol by any player under the age of 18 is banned at all training sessions, matches, Club events or where a player represents the Club. Parents and carers are requested to ensure that this adhered to.

Smoking by adults in front of children at training sessions and matches is banned, with the aim of discouraging children to smoke, by its absence.

The consumption of alcohol by adults in front of children at training sessions and matches is banned. Anyone consuming alcohol in these situations will be asked to stop or asked to leave.

### **1.5 Exercise and well being**

Football by its nature, involves exercise. Subject to injuries, all players are encouraged to fully participate in training sessions in order to maintain or improve the fitness for now and for their future health. Managers and coaches will encourage players to adopt a balanced healthy lifestyle revolving around their exercise, diet and sleeping patterns.

### **1.6 Insurance**

The Club will renew its affiliation to the East Riding County Football Association (ERCFA) on an annual basis. This affiliation includes Insurance provided by a broker designated by the ERCFA

## **2. Welfare**

### **2.1 Child Protection Policy.** See separate Policy issued for details.

The purpose of the Child Protection Policy is to provide a clear and explicit framework of rules and responsibilities for everyone involved in the Club, in order to ensure that a safe environment is provided for all children within the Club.

### **2.2 Equity Policy.** See separate Policy issued for details.

The purpose of the Equity Policy is to ensure that everyone involved in, or who approaches, the Club is treated fairly and with respect and that Beverley WhiteStar Football Club is equally accessible to them all.

### **2.3 Vulnerable Adults Policy.** See separate Policy issued for details.

The purpose of the Vulnerable Adults Policy is to ensure that, in addition to the Equity Policy, that arrangements and procedures are in place within Beverley WhiteStar Football Club that ensures the protection of vulnerable adults from abuse.

## **3. Establishing and maintaining standards**

### **3.1 Induction**

In order to establish a minimum standard of health and safety, all new volunteers joining the Club will receive a copy of all Health & Safety and Welfare related policies. They will also receive a briefing from a member of the Executive Committee or the manager responsible for the team that they are volunteering to help.

All volunteers who have direct contact with children at training or matches will complete a Criminal Records Bureau Enhanced Disclosure and be required to attend Safeguarding Children training at the earliest opportunity on joining the Club.

### **3.2 Training and development**

In order to maintain standards of health & safety and welfare within the Club, all volunteers will undergo Health & Safety and Welfare instruction every 3 years. This may also include Safeguarding Children, Emergency Aid and Treatment of Injuries instruction from official training providers authorised by the ERCFA and/or HBSFL.

All Volunteers will be offered an annual review, with the opportunity to extend their Health & Safety and Welfare qualifications.

All managers and coaches will be able to access updated information on health and safety relating to the Hull Boys Sunday Football league (HBSFL) through attendance at the HBSFL AGM and pre-season meetings, and also via the HBSFL website.

### **3.3 Monitoring and audit**

A record of all induction, qualifications and training will be kept by the Club Chairman. The list of qualifications will be reviewed on a quarterly basis for renewals and new courses required.

Copies of all relevant certificates obtained by Club Volunteers will be retained by the Club Chairman.

Health & Safety and Welfare will be reviewed as an agenda item at each Executive Committee meeting, and formally reported once per year at the Annual General Meeting by the Health & Safety Officer and the Welfare Officer

### **3.4 Communication**

All Health & Safety and Welfare policies are available on the Club website at [www.beverleywhitestar.co.uk](http://www.beverleywhitestar.co.uk).

Any updates to the policies or any special instruction to Club Volunteers will be communicated via the website and via email. They will also be recorded in the minutes at the regular Executive Committee meeting.

## **4. Beverley WhiteStar Football Club key contacts**

For further information, or if you need to report an incident, please contact the appropriate Club Executive Committee Member

Club Welfare Officer: Morag Shard - 27 Saxon Rise, Beverley, HU17 7SN  
01482 870637  
[mo@shard27.karoo.co.uk](mailto:mo@shard27.karoo.co.uk)

Club Health & Safety Officer  
Martin Hall – 8, Warwick Drive, Beverley, HU17 9TB  
01482 887579  
[Martin.Hall@contractor.conocophillips.com](mailto:Martin.Hall@contractor.conocophillips.com)

Club Secretary: Terry Fulton - 315, Grovehill Road, Beverley, HU17  
01482 863918  
[Terry@fultonfamily.co.uk](mailto:Terry@fultonfamily.co.uk)

Club Chairman: Rod Hulme - 7, Jolley Drive, Beverley, HU17 8FS  
01482 866711  
[rodj.hulme@virign.net](mailto:rodj.hulme@virign.net)

Appendix 1 - Risk Assessment procedure form



**The Beverley WhiteStar Football Club Pre Season Pitch Risk Assessment Form**

Venue \_\_\_\_\_  
 Date of Check \_\_\_\_\_  
 Person completing check \_\_\_\_\_  
 Name of Team managers \_\_\_\_\_  
 Age of Teams \_\_\_\_\_

<b>PLAYING / TRAINING AREA</b>	Yes	No	Comment / Action required
Check that the area and surroundings are free from obstacles			
Is it fit for Activity?			
Animal faeces evident			
Pot holes evident			
Playing area cleared of falling branches trip hazards			
Worn pitch areas dangerous			

<b>PORTABLE GOAL POSTS ( high risk activity)</b>	Yes	No	Comment / Action required
Fit for use, nuts and bolts available to secure posts			
Fittings available for posts to be securely anchored to grounds			
Posts are stored in a secure facility.			
Attention to fittings such as nuts and bolts that they are secure			
Properly maintained posts			
No metal cup hook evident			
Not home made posts / wooden post evident			
Ladders used for putting up nets are good state of repair			

<b>FACILITIES / STORE/ CHANGING / CAR PARK</b>	Yes	No	Comment / Action required
Waste bin available			
Access points are clear for emergency vehicles			
Ladders used for putting up nets are good state of repair			
Car Parking hazards identified ( team awareness)			
Changing areas free from hazards and risks			

<b>EMERGENCY POINTS</b>	Yes	No	Comment / Action required
Emergency First aid kit available and stocked correctly			
Telephones are working and available			
Up to date players contact list is held on training and match days			
First aid kit available and fully stocked			
Toilet facility available			

Print Name \_\_\_\_\_  
 Sign Name \_\_\_\_\_  
 Date \_\_\_\_\_  
 Copy sent to club chairman on .....

Club Safety Representative                      Team Manager or Representative

Appendix 2 - Health & Safety Checklist



The Beverley WhiteStar Football Club Pre Match/ Training Health & Safety Checklist

Venue \_\_\_\_\_

Date of Check \_\_\_\_\_

Name of person completing check \_\_\_\_\_

**PLAYING / TRAINING AREA**

Check that the area and surroundings are free from obstacles  
Is it fit for Activity? (Flooded, icy, obstacles, hard ground)  
Playing area checked and cleared of animal faeces  
Pot holes reported and repaired  
Playing area cleared of falling branches any trip hazards  
Ensure Bicycles are kept clear of player areas and touch lines

Yes  No

( Please outline any Hazards, risks and corrective action taken if any)

\_\_\_\_\_  
\_\_\_\_\_

**PORTABLE GOAL POSTS ( high risk activity)**

Check that the erection & dismantle of post are completed safely ( non fixed posts)  
Is their sufficient adults to aid the erecting goal posts  
Portable goal post must be secured as per manufactures instruction  
Extra attention to fittings such as nuts and bolts to ensure that they are secure and fast

Yes  No

( Please outline any Hazards, risks and corrective action taken if any)

\_\_\_\_\_  
\_\_\_\_\_

**GOAL POSTS**

Once erected check that they are fit for activity and suitable for age group/ ability.  
Are the goalposts safe and appropriate for activity.  
Goal Nets to be checked and are safe and secure  
Ensure No children or Adults swinging, playing or climbing on goal posts or nets

Yes  No

( Please outline any Hazards, risks and corrective action taken if any)

\_\_\_\_\_  
\_\_\_\_\_

**PLAYERS**

Check that the players are register is up to date for medical information and guardian details  
Is the Register available on match days and training sessions  
Check Players are appropriately attired for the activity & weather ( shin pads, weather gear, boots etc)  
Check that player football boot studs are correct length and not sharp  
Check that no player or volunteer is chewing gum

Yes  No

( Please outline current state and corrective action taken if any)

\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY POINTS**

Access points are clear for emergency vehicles  
Emergency First aid on hand for training & match days  
Do you have a Telephones available and working  
Up to date players contact list is held on training and match days  
First aid kit available and fully stocked ( see mininmn standard on BWS web site)  
Water available for wound treatment only

Yes  No

( Please outline current state and corrective action taken if any)

\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Name ( print) \_\_\_\_\_

Date \_\_\_\_\_



## **Beverley WhiteStar Football Club Accident and Incident Reporting Form**

**1. Location of incident:**

**2. Name of person in charge of session:**

**3. Witnesses to incident, and role:**

**4. Name of injured person:**

**5. Address of injured person:**

**6. Date and time of incident:**

**7. Nature of incident:**

**8. Details of how and the precise location of the incident. Describe the activity taking place at the time:**

**9. Name of the first aider:**

**10. Details of action taken and first aid administered:**

**11. Contact made with:            Police: yes / no            Ambulance: yes/no            Parent/carer: yes/no**

**12. What happened to the injured person following the incident?**

**13. All of the above facts are a true record of the incident**

**Signed:**

**PRINT name:**

**Signatories role:**

**Dated:**

**Witness signature:**

**PRINT name:**