



Health and Safety Policy

Woburn & Wavendon Football Club (WWFC) has a duty of care to all its volunteers and service users. We accept that this is a duty imposed by law on all individuals and organisations to avoid carelessly causing injury to persons. All our Managers, coaches and Club officials are DBS/First Aid/Safeguarding certified as per the requirements for an FA Charter Standard Club. We are committed to a safe environment for all volunteers and service users and will promote good practice in health and safety within the football playing environment and will ensure compliance with all relevant statutory provisions. We will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all improvements will be sought through regular audits and reviews. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The policy will be kept up to date, particularly as WWFC changes in nature and size to ensure our responsibilities are met in relation to all relevant current legislation.

Our Commitment

- To provide and maintain a healthy environment at all times and endeavour to ensure that the safety and personal security considerations form an integral part of the way our organisation operates.
- To undertake regular, recorded risk assessment of our premises and any other premises where our activities take place.
- To create a safe environment by putting health and safety measures in place as identified by the risk assessments that satisfies health, safety and welfare requirements.
- To provide adequate training, information, instruction and supervision to enable all WWFC volunteers to perform their functions safely and efficiently.
- To ensure that all volunteers are competent in the activities they are engaged in so they are aware of the hazards and risk arising from their activities.
- To safeguard the health, safety and well-being of our service users who access our provisions and any member of the general public who can be affected by our activities.
- To check that all equipment we use is suitable and fit for the purpose intended and properly maintained and used in a safe manner.

Arrangements and Safety procedures

Risk Assessments

A risk assessment is a technique for identifying and controlling hazards. A hazard is anything that has the potential to cause harm -such as a faulty electric socket. Risk is the likelihood of it causing harm and the degree of harm it could cause, such as an electric shock. Risk assessment involves identifying all hazards, assessing risks and putting measures in place to control any risk that is unacceptable.

There are five steps to any risk assessment:-

- Identify the hazard.
- Decide who might be harmed by them and how.
- Evaluate the risk and decide on precautions.
- Record your findings and implement them.
- Review your assessment and update if necessary.

We will undertake risk assessments prior to delivery of sport activities and events taking place to help minimise the possibility of risk and dangers to participants.

First Aid

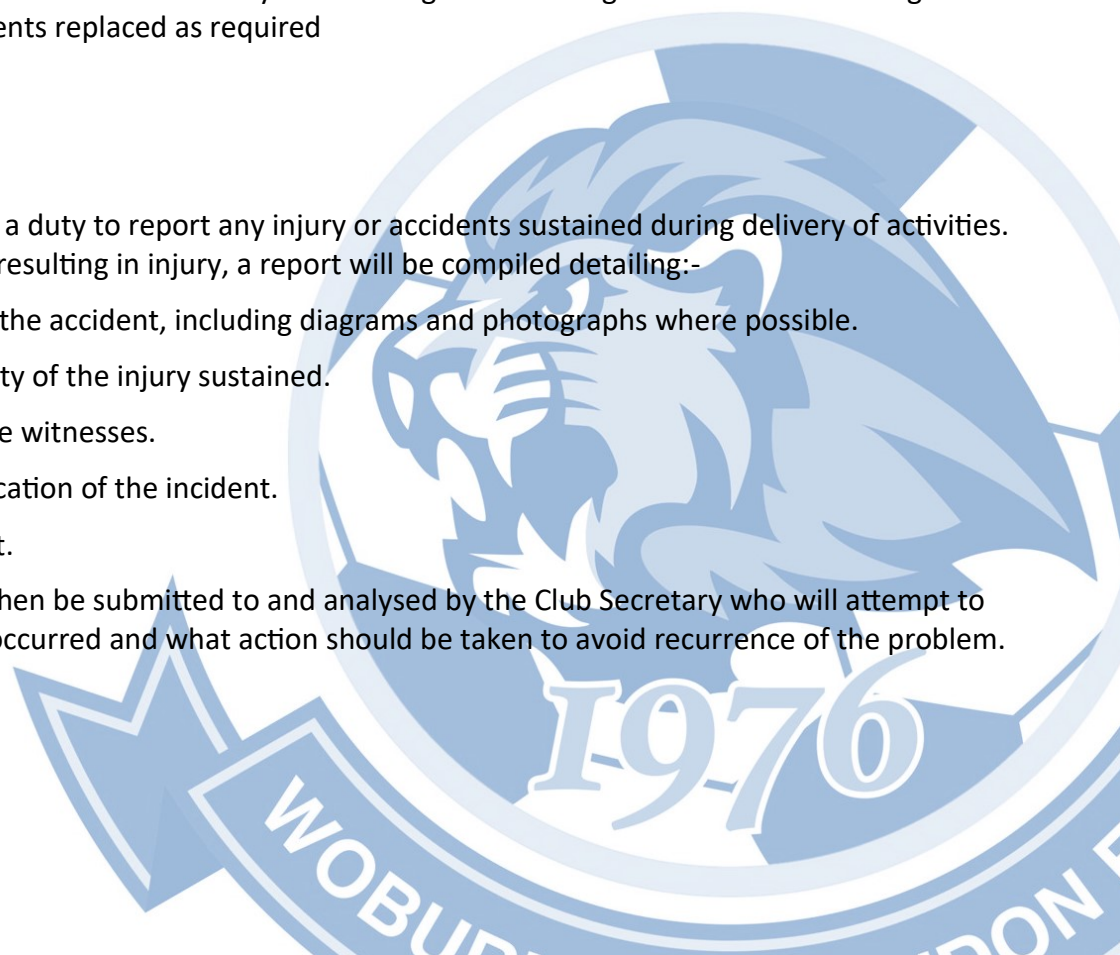
The Health and Safety (First-Aid) Regulations 1981 require the provision of adequate and appropriate equipment, facilities and personnel to enable first aid to be administered if there are injuries or accidents. All WWFC coaches delivering football sessions have to undertake Emergency First Aid as part of their training. All teams are to be given a first aid kitbag to be used for all training/ matches. The first aid bag should be carried by the coaches to each activity and training session being delivered. First Aid bags to be checked regularly and contents replaced as required

Reporting Accidents

All Managers/coaches have a duty to report any injury or accidents sustained during delivery of activities. In the event of an accident resulting in injury, a report will be compiled detailing:-

- The circumstances of the accident, including diagrams and photographs where possible.
- The nature and severity of the injury sustained.
- The identity of any eye witnesses.
- The time, date and location of the incident.
- The date of the report.

The completed report will then be submitted to and analysed by the Club Secretary who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence of the problem.



General facilities environment

Anyone controlling non-domestic premises must take reasonable steps to provide volunteers with equipment and premises that are safe. In particular:-

- Club sites must be kept clean and tidy.
- Any spillages must be cleaned up immediately .
- Waste material and rubbish must be removed routinely.
- Walkways and access must be kept clear from obstructions at all times.
- Trailing cables are a trip hazard and should not be left on any access route.

Responsibilities of volunteers

In carrying out all WWFC organised activities, to adhere to the health and safety policy and procedures including:-

- Taking reasonable care for own health and safety and that of others who may be affected by their actions
- Reporting any accident and injury to the Club Secretary or Club Welfare Officers as soon as possible.
- Co-operating with WWFC on health and safety issues.
- Correctly and safely using equipment when delivering WWFC activities.
- Undertaking health and safety training as required.
- Reporting any unsafe practices and conditions to the Club Secretary or Club Welfare Officers as soon as possible.

Responsibilities of WWFC

The Club will ensure policies and procedures adopted by WWFC on health and safety, including risk assessments, are in compliance with the statutory legal requirements. In particular the Club will:-

- Endeavour to communicate to Club volunteers our commitment to safety and to ensure that volunteers are familiar with the contents of WWFC's health and safety policy.
- Provide all volunteers with adequate information and training to enable them to participate safely.

The nominated person responsible for health and safety to whom risks shall be reported to in the first instance is:-

Robert Hill,
Club Chair.

M. 07777 677234. E. robert.hill@iname.com

WWFC will review and monitor the effectiveness of the health and safety policy through appropriate and adequate reporting mechanisms on regular intervals. Any further information can be accessed via the Health and Safety Executive website:- www.hse.gov.uk

