
	<h1 style="margin: 0;">MONIFIETH ATHLETIC FOOTBALL CLUB</h1>			 <p style="font-size: small;">OSCR Scottish Charity Regulator</p> <p style="font-size: x-small;">CHECK OUR CHARITY STATUS</p> <p style="font-size: small;">www.oscr.org.uk</p>
	<p>Document Title: Health and Safety Policy</p>			
<p>Document Num: MAFC005</p>	<p>Version: 06</p>	<p>Date Issued: July 2019 Review Date: June 2020</p>	<p>Page 1 of 11</p>	

HEALTH & SAFETY POLICY INFORMATION

Introduction

Health and safety is important to all clubs and organisations. Clubs have a legal obligation towards the health and safety of volunteers. This policy sets out how Monifieth Athletic Football Club manages Health and Safety.

Duty of Care

The duty of care is a general legal duty on all individuals, football clubs and governing bodies to avoid carelessly causing injury to persons. The system has developed over many years and it is relevant to all.

This policy refers to guidelines contained within the Charities Safety Group, guidance book 'Charity and Voluntary Workers, a guide to health and safety at work', this publication states: "In general, the same health and safety standards should be applied to voluntary workers as they would to employees exposed to the same risks. However, if the risk assessment shows that the risks to voluntary workers are different, the preventative and protective measures taken should reflect the different risks. HSE considers it good practice for volunteers to provide the same level of health and safety protection as they would in an employer/ employee relationship, irrespective of whether there are strict legal duties".

HEALTH AND SAFETY POLICY

Statement of Intent

Monifieth Athletic Football Club is committed to a safe environment for all players, volunteers (all levels) and coaches. It will promote standards of health, safety and welfare within football and will ensure compliance with any relevant statutory provisions. The Club will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with any relevant statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through regular audits and reviews.

Appropriate instruction and training will be provided together with adequate resources to ensure that the successful management of health and safety is carried out within the Club and that this policy is collectively implemented. This policy together with arrangements and procedures, will be reviewed regularly and revised and updated as necessary. All persons associated with Monifieth Athletic Football Club should have read and understood this policy.

To support our Health & Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club
- Create a safe environment by putting health & safety measures in place as identified by the assessment
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development
- Ensure that all members are aware of, understand and follow the club's health & safety policy
- Appoint a competent club member to assist with health and safety responsibilities
- Ensure that normal 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



MONIFIETH ATHLETIC FOOTBALL CLUB

Document Title: Health and Safety Policy

Document Num:
MAFC005

Version: 06

Date Issued: July 2019
Review Date: June 2020

Page 2 of 11



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CHARITY STATUS

www.oscr.org.uk

- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
- Co-operate with the club on health & safety issues
- Correctly use all equipment provided by the club
- Not interfere with or misuse anything provided for your health, safety or welfare.

CLUB HEALTH & SAFETY OFFICER: Andy Adam

FIRST AID: Location of first aid facilities within changing rooms: First Aid/Medical kit to be available at all times i.e. Match days and training nights

- Location of telephone: Use mobile telephones

QUALIFIED FIRST AIDERS:

Please refer to club database, minimum of 1 person in attendance to be first aid trained.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

In order to discharge the duty of care to provide a safe environment for Football it is necessary to identify hazards, assess the associated potential risks and then take action to eliminate the hazard. Failing this, action must be taken to either eliminate the risks or reduce them to an acceptable level to the respective activities.

Within the context of Football, risk must be assessed in terms of:

Low Risk - No risk or minimal risk of injury

Medium Risk - Some risk of injury

High Risk - High risk of injury

DEFINITIONS

HAZARD:

A hazard is something with the potential to cause harm to an individual. This can be an object, an activity and even a substance. In football, examples would include the following:

Objects- goalposts, fencing, nets, studs/football boots etc.

Activity- playing games, training activities, travel, matches etc.

Substance- e.g. water on playing/training surfaces, also in the form of ice, snow, or foreign objects etc.

RISK:

Risk expresses the likelihood that the harm from a potential hazard is realised. Risks are normally categorised as low, medium or high.

The principles of Risk Assessment are:



MONIFIETH ATHLETIC FOOTBALL CLUB

Document Title: Health and Safety Policy

Document Num:
MAFC005

Version: 06

Date Issued: July 2019
Review Date: June 2020

Page 3 of 11

OSCR
Scottish Charity Regulator

CHECK OUR
CHARITY STATUS

www.oscr.org.uk

- a) Identify the hazard
- b) Identify those who might be harmed and how.
- c) Evaluate the risk (low, medium or high) and decide whether there are existing precautions, and if these are adequate, or are more required.
- d) Record the findings.
- e) Review the assessment and revise if necessary.

RISK ASSESSMENT

A formal and recorded process to weigh up the suitability and safety of any activity by identifying the hazards that could potentially cause harm and taking the appropriate precautions or actions required to prevent or reduce the risk of harm or injury.

NORMAL OPERATING PROCEDURES (NOP)

1. Supervision of Junior sessions

Number of qualified first aiders required: One
Number of qualified coaches required: One
Coach to participant ratios: 1 Adult to 8 Children

2. Player Misbehaviour

Should unacceptable behaviour continue a final warning should be given by the head coach. If rules are continually disobeyed the child should be asked to leave the session. The child's parent/guardian should be contacted and asked to pick them up, if they are not available then the child should be asked to sit by the side of the session put on warm clothing and have a drink.

3. Risk assessment

Regular and recorded risk assessments must be carried out for all on and off site activities.

4. Injury and incident reporting

To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995, it is a legal requirement to immediately report all accidents and dangerous occurrence incidents.

This report must be made to the committee who shall make a detailed record in the accident book of the accident/ dangerous occurrence and decide if the HSE should be informed.

All incidents which require police involvement (i.e. theft, assault) must be recorded in writing by completing an accident/ incident report form.

There is a statutory requirement to keep accident records for a period of 3 years.

5. 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.

Members or staff should only be asked to erect equipment in which they have previous experience, knowledge or training.



MONIFIETH ATHLETIC FOOTBALL CLUB

Document Title: Health and Safety Policy

Document Num:
MAFC005

Version: 06

Date Issued: July 2019
Review Date: June 2020

Page 4 of 11

OSCR
Scottish Charity Regulator

CHECK OUR
CHARITY STATUS

www.oscr.org.uk

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- 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.

Facility Opening Procedure

Open main doors.

Carry out a quick tour of the building ensuring that all corridors and fire doors are clear of obstructions.

End of Use of Facility Procedures

Check all windows are closed and lights are turned off.

Check all internal doors and side exit doors are closed and rooms empty, including toilets. Lock front doors.

EMERGENCY OPERATING PROCEDURES

Out of hours emergency contact numbers: Marc Lorente: 07720611282
James Harle: 07895532909

1. First Aid

A first aid kit is located: In coaches' kit bag or changing rooms.

The nearest telephones are located: Coaches' mobile

Should a member of the club require first aid treatment a first aider should be summoned by the quickest available means. NB. A qualified first aider should be in attendance at all club sessions.

Most emergencies can be resolved by an on the spot response, however in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, formal procedures must be in place i.e.:

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



- a) Take appropriate First Aid action
- b) Make provision for the injured person to rest or continue as appropriate
- c) Record any incident or injury and complete the accident book/ forms.
- d) Minor head knocks should be assessed and as a minimum persons involved should be given a note to bring this to the attention of their parent/guardian

Major Injury

- a) Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.
- b) Telephone the next of kin.
- c) Record any incident or injury and complete the accident book/ form.

2. Contacting the emergency services

When calling the emergency services, it is important that they are given the full information. Remember that when calling 999 for the police, ambulance or fire brigade, the 'control room' for these services may not be local, do not expect the operator to know where your club is located.

	<h1 style="margin: 0;">MONIFIETH ATHLETIC FOOTBALL CLUB</h1>			 <p style="font-size: small;">OSCR Scottish Charity Regulator</p> <p style="font-size: x-small;">CHECK OUR CHARITY STATUS</p> <p style="font-size: small;">www.oscr.org.uk</p>
	<p>Document Title: Health and Safety Policy</p>			
	<p>Document Num: MAFC005</p>	<p>Version: 06</p>	<p>Date Issued: July 2019 Review Date: June 2020</p>	

Procedure:

- Keep calm, speak clearly
- Give your name - state the service(s) that you require
- Give full name, address and telephone number of the club
- Location, details and time of the accident/ incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible.

3. Fire

On discovering a fire, the nearest fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the club committee to ensure that all members and staff understand the basic fire precaution arrangements and procedures:

- The location of fire alarms and how to use them
- The location of fire exits
- The location of assembly points – TOUCHLINE OF NEAREST PITCH TO CHANGING ROOMS
- The location of fire extinguishers and firefighting equipment

A fire point should be allocated. If evacuation is necessary, it is important to remember the following golden rules:



- Do not panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- No heroics – People before property
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers and once at the assembly point account for all participants and coaches
- Do not use any lifts
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and complete the accident book/ form.

4. Theft

Complete an incident report form to record the name, address and telephone number of the person whom the theft has occurred against. The person should be asked if they wish the theft to be reported to the police.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft, then the police must be contacted and the person informed that this is the course of action being taken.

If the person is still on the premises then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive. An incident report form should be

	MONIFIETH ATHLETIC FOOTBALL CLUB			
	Document Title: Health and Safety Policy			
	Document Num: MAFC005	Version: 06	Date Issued: July 2019 Review Date: June 2020	

completed.

5. Assault

Should an actual or alleged assault incident take place the senior club official available should be informed or summoned if on site.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).

-
- Where injury has been sustained, first aid should be provided and if necessary the ambulance and police service should be called. An incident report form should be completed.

6. Drug/ alcohol abuse

All persons found to be under the influence of drugs and/ or alcohol shall be escorted off the club site by the most senior club official available. It is important that club members or staff do not unduly place themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police service should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

-
- In such cases discarded items such as drug packaging should be brought to the attention of the ambulance service; this information may be vital to the emergency services to enable them to provide the appropriate care and treatment.

7. Lost person

In the event of losing a person an announcement should be made over the public address system requesting them to come to the meeting point. In the case of children, do not mention that they are lost.

Do not request the assistance of members of the public in the search (i.e. 'we have a lost child – has anyone seen them?')

Should the lost person not be located after an extensive search it may be necessary to call the police service (i.e. vulnerable persons).

I have read and understood the information contained in the Emergency Operating Procedures.

Name:

Position held within club:

Signature:

Date:



MONIFIETH ATHLETIC FOOTBALL CLUB

Document Title: Health and Safety Policy

Document Num:
MAFC005

Version: 06

Date Issued: July 2019
Review Date: June 2020

Page 7 of 11



CHECK OUR
CHARITY STATUS

www.oscr.org.uk

Safety Briefing for Junior Members.

It is important to brief junior members 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. Ensure that all participants:

- 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.
- Are familiar with the environment in which they are playing, point out any potential obstructions or hazards, Report any damage to equipment to the person in charge, Warm up so that they are ready for exercise
- Always listen to instructions, Bring a drink with them to every session
- In the sun – wear a hat, long sleeved T-shirt, high protective sun cream

Risk Ratings

The following guide will be adopted in terms of the risk assessment carried out.

RISK RATING = SEVERITY OF HARM X LIKELIHOOD OF OCCURRENCE

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Minimal Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

- **NB. Tolerable here means that risk has been reduced to the lowest level that is reasonably practicable.**

ACTION PRIORITY:

(ranking risks in priority order)

Risk Level	Action/ Priority	Timescale
Minimal (low)	No immediate action is required and no documentary records need to be kept.	Review annually
Tolerable (medium)	No additional controls required. Effective solutions should be considered. Monitoring and auditing is required to ensure that the controls are maintained.	3 - 12 months
Moderate (medium)	Activity should NOT be started or continued until the risk has been evaluated and controls implemented.	1 - 3 months
Substantial (high)	Activity should NOT be started until the risk has been reduced. Resources may have to be allocated to reduce the risk.	1 - 4 weeks
Intolerable (High)	Activity should NOT be started or continued until risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, activity has to be prohibited.	Immediate



MONIFIETH ATHLETIC FOOTBALL CLUB

Document Title: Health and Safety Policy

Document Num:
MAFC005

Version: 06

Date Issued: July 2019
Review Date: June 2020

Page 8 of 11

OSCR
Scottish Charity Regulator

CHECK OUR
CHARITY STATUS

www.oscr.org.uk

GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

Step-By-Step Advice for Club Members

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

INJURY/INCIDENT REPORT FORM

Date form Completed:

TO BE COMPLETED BY THE COACH/ INDIVIDUAL IN CHARGE AT TIME OF INCIDENT.



MONIFIETH ATHLETIC FOOTBALL CLUB

Document Title: Health and Safety Policy

Document Num:
MAFC005

Version: 06

Date Issued: July 2019
Review Date: June 2020

Page 9 of 11

OSCR
Scottish Charity Regulator

CHECK OUR
CHARITY STATUS

www.oscr.org.uk

COACH/INDIVIDUAL DETAIL

Full Name:

Address:

Postcode:

Tel:

INJURED PERSON DETAIL

Full Name:

Address:

Postcode:

Tel:

Male/ Female:

Age:

ABOUT THE INCIDENT

Activity taking place at time of incident:

Date & Time of Incident:

Place of incident:

Description of incident:

ACTION TAKEN

Action taken by Coach/ Leader/ Club Rep:

Were the emergency services called (if yes, provide details):

Action taken by Doctor or Nurse (if appropriate):

Diagnosis

Signatures:

Signature of Coach/ Leader/ Club Rep:

Signature of casualty (if possible):

Name and Signature of witness (1):

Address:

Name and Signature of witness (2):

Address:

FIRST AID

In most cases the first aid box should contain the following:



MONIFIETH ATHLETIC FOOTBALL CLUB

Document Title: Health and Safety Policy

Document Num:
MAFC005

Version: 06

Date Issued: July 2019
Review Date: June 2020

Page 10 of
11

OSCR
Scottish Charity Regulator

CHECK OUR
CHARITY STATUS

www.oscr.org.uk

- √ One guidance card & contents card
- √ Individually wrapped sterile & waterproof adhesive dressings (assorted sizes), appropriate to the club environment
- √ Sterile eye pads, with attachment
- √ Six individually wrapped triangular bandages
- √ Safety pins
- √ Medium & large sized, individually wrapped, sterile un-medicated wound dressings
- √ Antiseptic tissues, sterile water or saline in sealed disposable containers
- √ If emergency blankets are provided, store alongside equipment & in such a way as to keep them free from dust & damp
- √ Disposable aprons and plastic gloves should be provided near the first aid materials
- √ Blunt ended scissors should be kept where there is a possibility that clothing or material needs to be cut
- √ Plastic disposable bags for soiled or used first-aid dressings should be provided.

Travelling or outdoor first aid

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:

- √ Card giving general first-aid guidance
- √ Individually wrapped sterile adhesive dressings
- √ One large sterile un-medicated dressing
- √ Two triangular bandages
- √ Safety pins
- √ Individually wrapped moist cleansing wipes

CLUB HEALTH & SAFETY OFFICER: Andrew Adam

Signature:

Date:

Agree to follow the Guidance as set out by this H&S Policy



MONIFIETH ATHLETIC FOOTBALL CLUB

Document Title: Health and Safety Policy

Document Num:
MAFC005

Version: 06

Date Issued: July 2019
Review Date: June 2020

Page 11 of
11

CHECK OUR
CHARITY STATUS

www.oscr.org.uk

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