

Lets Kick It HEALTH AND SAFETY POLICY

Lets Kick It is committed to a safe environment for all members, volunteers (all levels) and coaches. It will promote standards of health, safety and welfare within football and will ensure compliance with all relevant statutory provisions. Lets Kick It 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 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.

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

- ✎ Undertake regular, recorder risk assessment of the activities undertaken by Lets Kick It
- ✎ Create a safe environment by putting health and 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 maturity, age and development
- ✎ Ensure that all members are aware of, understand and follow Lets Kick It health and safety policy
- ✎ Appoint a competent member of staff to handle all health and safety responsibilities
- ✎ Ensure that accident procedures and reporting requirements are in place and known by all members
- ✎ Any equipment used during training and official matches is well maintained and fit for purpose
- ✎ Provide access to adequate first aid facilities, telephone and ensure that a qualified first aider is in attendance at all sessions
- ✎ Report any injuries or accidents sustained during any Lets Kick It activity that require action by staff
- ✎ Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

AS A LETS KICK IT MEMBER YOU HAVE A DUTY TO:

- ✎ Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do
- ✎ Co-operate with the club on health and safety issues

- ✎ Correctly use all equipment provided by Lets Kick It
- ✎ Not interfere with or misuse anything provided for your health, safety or welfare.

ACCIDENT PROCEDURE AND REPORTING REQUIREMENT POLICY

Should a member of Lets Kick It require first aid treatment a first aider should be summoned by the quickest available means. All lead coaches are fully first aid trained and present at all sessions.

Minor Injury (i.e. small cut, bumps, grazes, bruises):

1. Take appropriate first aid action.
2. Make provision for the injured person to rest or continue as appropriate.
3. Record any incident or injury and complete an accident/incident form.

Major Injury:

1. Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.
2. Contact parent/carer.
3. Record any incident or injury and complete an accident/incident form.

When contacting the emergency services remember to:

- ✎ Keep calm and speak clearly.
- ✎ Give your name and state the service you require.
- ✎ Give your full name and telephone number and the full address / location of the club/ facility / pitch.
- ✎ Location, details and time of the accident / incident.
- ✎ Number of casualties and their condition together with details of any treatment being administered or which has already 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.

Should an actual or alleged assault incident take place, the senior member of staff available should be informed. Witnesses' names and addresses should be taken. Follow the same procedure as above for injuries and if necessary also summon the police service. An incident report form should also be completed.

ADVICE FOR COACHES / PARENTS IN THE EVENT OF AN ACCIDENT

- ✎ Stay calm but act swiftly and observe the situation
- ✎ Assess the scene. Is there danger of further injury? If so, ensure that the danger is reduced/ removed
- ✎ Listen to what the injured person is saying

- ✎ Alert a member of staff (first aider) who should take appropriate action for minor injuries
- ✎ In the event of an injury requiring specialist treatment, call the emergency services.
- ✎ Deal with the rest of the group and ensure that they are adequately supervised.
- ✎ Do not move someone with major injuries
- ✎ Wait for the emergency services
- ✎ Contact the injured person's parent/carer
- ✎ Complete accident / incident report form

SAFETY BRIEFING FOR JUNIOR MEMBERS

It is important to brief members of their responsibilities for protecting themselves and others against injury or harm. They should be encouraged to enjoy the sessions without being subject to risk. Ensure that all participants:

- ✎ Wear the correct football clothing e.g. boots on grass, astro-boots on astro turf 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 hazards or obstructions
- ✎ Report any damage to equipment to the person in charge
- ✎ Warm up so they are ready for exercise
- ✎ Always listen to instruction
- ✎ Always bring a drink to every session
- ✎ Wear sun cream in hot weather
- ✎ Ensure that you stretch adequately after the training session or match