

## Health & Safety Policy Aide Memoir

Our health and safety policy sets out your general approach to health and safety. It explains how DUFC will manage health and safety. It says clearly who does what, when and how and includes your duties as a DUFC coach.

The policy contains

- Key contact information incl. first aid and welfare
- Location of first aid facilities at both our sites (Deeping and Baston).
- Operating procedures
- Injury/Incidence report template
- Guidelines on dealing with and injury/incident

### Key contact information

The primary contact for club health and safety matters is Ian Walker - 07432669550

The primary contact on first aid matters is Lee Sutton – 07971004273 and Emma Pearce – 07958629066

Please see the health and safety policy for a full list of first aiders and other useful contact information.

### Location of first aid facilities

Deeping site: The nearest First aid facilities are at the Leisure Centre. The nearest Defibrillator is inside the door of the equipment container.

Baston site: A first aid room is not available at the site. The nearest Defibrillator is outside the main entrance to Chapel Motors garage (left out the car park).

### Normal Operating Procedures

#### 1. Supervision of Junior sessions

**You MUST** ensure that all participants

- Wear the right clothing
- Remove all jewellery and chewing gum
- Warm up
- Bring a drink
- Have protection against the sun
- Listen

At each session/match **you MUST**

- Report any damage
- Have at least one first aider
- Have the right coach to participant ratios
- Have minimum of two FA-DBS-checked coaches/adults

#### 2. Junior Misbehaviour

If there is unacceptable behavior:

- Give the child a final warning
- If they continue, ask them to leave the session
- Contact the parent/guardian to pick them up
- The child must sit by the side of the session until the parent arrives
- Ensure the child has warm clothing and a drink

### 3. Risk assessment

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

To help with this, a template has been developed and it is included in the health and safety policy.

At each session/match **you MUST**

- Carry out a thorough assessment, which considers everything that could go wrong and, if required, adjust the template.

### 4. Injury and incident reporting

**You MUST**

- Report all accidents and dangerous occurrence incidents to the committee.
- Report incidents that require police involvement (i.e. theft, assault) using the accident/ incident report form in the health and safety policy.

### 5. Erecting and Dismantling Equipment

**You MUST**

- Erect and dismantle with due regard for the health and safety of self or other members.
- Set up equipment in accordance with best practice as defined by the sports governing body, manufacturers, suppliers and any training.
- Only erect equipment in which you have previous experience, knowledge or training.
- Remove defective equipment to a safe and secure place of storage and marked 'out of order'.
- Notify the committee of defective equipment
- Ensure that high-risk equipment is not left unattended once erected.

### 6. Players returning from Injury

If you encourage a player to return too soon from injury this is potentially Neglect and/or Physical Abuse and the Club will take it seriously.

**You MUST** ensure

- An injured player's symptoms are completely gone before returning to play.
- They have no pain or swelling and normal range of motion and strength before returning.
- Players are medically cleared to play after all significant injuries.
- Following a concussion or suspected concussion, that players are reviewed/ assessed

by a doctor (typically a GP) before returning. See the FA Concussion guidelines for more details about returning to play following a concussion.

- That players with casts below the elbow have approval from an orthopaedic surgeon and adequate padding for the cast to protect other players is in place.
- That injured players with lower leg injuries can perform 'single leg hop' to determine if they have recovered enough to return. See here for details [https://www.physio-pedia.com/Hop\\_Test](https://www.physio-pedia.com/Hop_Test)

### **Emergency Operating Procedures**

Outlines what **YOU MUST** do certain emergencies incl.

1. First Aid
2. Contacting the emergency services
3. Fire
4. Theft or facility break in
5. Assault
6. Drug/ alcohol abuse
7. Lost person

### **Guidelines for dealing with an accident/incident**

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.