



DEEPING UNITED FOOTBALL CLUB

HEALTH & SAFETY POLICY

Version 1.4

Reviewed by	Signed off by	Comments	Date
Ian Walker, H&S Officer	Lee Sutton, Chairman	Updated to incl. Cowbit and DSJ School EAP and 22/23 season first aid info	17 th August 2021

HEALTH AND SAFETY POLICY

Deeping United Football Club (DUFC) is committed to a safe environment for all players, volunteers, and coaches. We promote standards of health, safety, and welfare within football, and we will ensure compliance with all relevant statutory provisions. DUFC 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 DUFC, and that this policy is collectively implemented. This policy together with arrangements and procedures, will be reviewed regularly and revised and updated as necessary.

Health & safety 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 dependent 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
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

As a DUFC 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.

KEY CONTACT INFORMATION AND FIRST AID FACILITIES

Health and Safety Officer:

Ian Walker – 07432669550

Head of Welfare:

Amanda Sylvester – 07976557041

Sites:

Deeping Leisure Centre field – Spalding Road, Deeping St James, Peterborough, PE6 8NJ (What3words = ///bins.friends.terminology)

Baston – Brudenell Playing Fields, Main Street, Baston, Peterborough, PE6 9PA (What3words = ///chiefs.perused.gangs)

Elesa Park AGP, Fontwell Park Drive, Bourne, Lincolnshire, PE10 0YE (What3words = ///divorcing.posting.serve)

Cowbit Park, Cowbit, Spalding PE12 6XJ (What3words = ///nanny.paying.euphoric)

Deeping St James School, Hereward Way, Deeping St James, Peterborough PE6 8PZ (What3words = ///awakes.charts.described)

Club Contacts:

Title	Name	Phone Number
Chairman	Lee Sutton	07971004273
Vice Chairman	Matt Holland	07517365920
Secretary	Emma Pearce	07958629066
Health and Safety Officer	Ian Walker	07432669550
Child Protection Officer	Gav Sylvester	07709489642
Head of Welfare	Amanda Sylvester	07976557041
Treasurer	Emma Graham	07843584797
Fixtures Secretary	TBC	TBC
Communications	Paul Utteridge	07834727977
Media	TBC	TBC
Adults Rep	Cliff Barrett	07793510280

Qualified First Aiders (as of 17th August 2022):

Please see training and game tracker located on the coaches' section of the website to see who is available at each site.

Team	Coach	First aid	Contact
U6	Ben Wilson	No	
U6	Jamie Anderson	Yes	07826384821
U6	Hayley Baldock	No	
U6	Steven Baldock	No	
U7 Blue	Lee Sutton *	Yes	07971004273
U7 Blue	Robin foster	No	
U7 Red	Neil Corby	Yes	07305321908
U8 Blue	Richard Corner	Yes	07930369890
U8 Blue	Nick Hawkridge	Yes	07889013907
U8 Blue	Rob Laughton	Yes	07793531697
U8 Girls	Steve Williams	Yes	07894912107
U8 Girls	Tony Wharam	No	
U8 Girls	Chris Nightingale	No	
U8 Red	Cliff Barrett	No	
U9 Blue	Kieran Norbury	Yes	07771394267
U9 Blue	Declan Norbury	No	
U9 Girls	Steve Williams	Yes	07894912107
U9 Girls	Chris Nightingale	No	
U9 Red	Peter Jackson	Yes	07702755528
U10 Yellow	Jake Smith	Yes	07565059958
U10 Yellow	Andrew Elliot	Yes	07718996393
U10 Blue	Gary Leverington	Yes	07473336663
U10 Blue	Scott Shelton	No	
U10 Blue	Liam Holcroft	Yes	07803814050
U10 Red	Ben Afford	Yes	07985414824
U10 Red	Dean King	Yes	07734997331
U10 Red	Wayne Vines	Yes	07597922246
U11 Red	Michael Porter	Yes	07764140726
U11 Red	Alex Ramsay	Yes	07972761003
U11 Green	Ian Walker	Yes	07432669550
U11 Green	Andrew Bundock	Yes	07956580007
U11 Green	Andrew Lethbridge	No	
U11 Blue	Steve Williams	Yes	07894912107
U11 Blue	Mark Edwards	Yes	07717827515
U11 Girls Pink	Robert Kelsey	Yes	07960286229
U11 Girls Pink	Guy Shelton	Yes	07824443878
U11 Girls Pink	Ian Walker	Yes	07432669550
U11 Girls Purple	Ivan Best	Yes	07564189510
U11 Girls Purple	Lee Rippon	Yes	07500672098
U11 Girls Purple	Stuart Robinson	Yes	077557677104
U11 White	Kieron Magee	No	

U11 White	Paul George	No	
U12 Girls	Steve George	Yes	07710480864
U12 Girls	Dave Cross	No	
U12 Blue	Chris Hall	Yes	07921533736
U12 Blue	Nathanial Chivers	Yes	07554061118
U12 Red	Mark O'Herlihy	Yes	07973572457
U12 Red	Keith Underwood	Yes	07377541514
U13 Blue	Nick Hitchins	Yes	07793459247
U13 Blue	Matthew Beeby	No	
U13 Blue	Thomas Russell	Yes	07722600855
U13 Red	Gav Sylvester	Yes	07709489642
U13 Red	Paul Smith	Yes	07575764784
U13 Red	Jamie Sutton	No	
U14 Red	Rich Byrne	Yes	07584703847
U16 Girls	Aidan Sutton	No	
U16 Red	Peter Bryan	No	
Ladies	Ryan Kelly	No	
Ladies Blue	Ryan Kelly	No	
Men	Matt Holland	Yes	07517365920
Men	Ryan Hunnings	No	
Men	Chris Lyon	Yes	07703575272
Men Reserves	Daniel Chamberlain	No	
Men Reserves	Ricky March	Yes	07860112336
Men Vets	Gav Sylvester	Yes	07709489642
Men Vets	Steve Pearce	No	

Club Welfare Officers:

Title	Name	Phone Number
Head of Welfare	Amanda Sylvester	07976 557041
Welfare Officer	Paul Utteridge	07834 727977
Welfare Officer	Lee Sutton	07971 004273
Child Protection Officer	Gav Sylvester	07709 489642
Child Protection Officer	Amanda Sylvester	07976 557041
Health & Safety Officer	Ian Walker	07432 669550

First Aid Equipment and Facilities:

All teams must have a coach present at training and matches with a first aid kit.

RISK ASSESSMENT

TASKS UNDERTAKEN: activity/ area assessed	HAZARDS IDENTIFIED: NB: Any serious or imminent danger will need a procedure	RISK: Low/ Medium/ High	PERSON(S) AT RISK: i.e. coach, juniors, adults with special needs	EXISTING CONTROLS:	ADDITIONAL CONTROL MEASURES REQUIRED
Setting up of Goals	Number of goal pieces weight of object possibility of posts moving during game/practice	Medium	Coaches, players, spectators	<p>The coach should check goalposts when set out on pitch before each session.</p> <p>Portable goals must be anchored to ground or weighted, when in use, in accordance with FA and British Standards Institute advice.</p> <p>Larger metal goal posts in the higher age groups to be moved/erected by at least two people, preferably adults and if by juniors min. 14+ years and of suitable size, strength and maturity.</p> <p>Good communication/coordination is vital when setting and taking down goals particularly when folding/unfolding support legs when the goals are unstable as this is the key moment where toppling can occur.</p> <p>Care must be taken when carrying goals to avoid manual handling injury to operatives and impact injury to others still on the field. Give clear signals to stand clear especially with excitable children at play.</p> <p>On returning goals to storage</p>	We follow FA and BSI guidelines when purchasing goalposts

				<p>ensure that they are stored without risk of falling and secure with chains. Chains must be locked before leaving goals unattended.</p> <p>Parents to assist only under direction of coaches.</p> <p>Metal cup hooks are only in place on the cross bar, and out of reach of any child; children below the age of 16 are not allowed to put up nets; adults are advised of the potential danger of the metal hooks catching rings on fingers</p>	
Suitability of Playing area	Broken Glass or Cans, Animal Waste on Playing Area Storage of indoor equipment/ apparatus	Medium/High	Coaches, players	Playing area checked by coaches prior to activity starting	Supply of addition rubbish bins on training/match days Ensure area is free of any equipment / apparatus
Child Protection NB The club as a dedicated safeguarding risk assessment	Minimum Supervision Ratios	Low	Coaches, Players	All staff Disclosure Checked	Avoid one to one adult to child situations (Travel to games / Changing areas) As minimum have two Coaches present at all Sessions)
Identification of Player	Relevant contact details for all players.	Low	Players	Register of all Players with Emergency Contact details	Registration of any new members. Regular updates to Registers
Extreme Weather	Injuries due to impacts on the pitch, and/or facilities e.g., waterlogged	Low/Medium	Players, Coaches, Volunteers, Spectators	Pitch inspector to call the session off in extreme weather conditions. The interests and safety of players are paramount, together with consideration	The club may need to source grit if ice present at the site

	pitch, ice, snow			for any young children, volunteers, and spectators.	
Balls	Injuries due to balls being too hard	Low/Medium	Players	Balls pumped to the appropriate pressure. Coaches should check the balls at the start and throughout the game/training session.	
Heading	Injuries due to heading	Medium/High	Players	Follow FA heading guidance. U11 and ages below – no heading in training sessions; U12 1 session per month and max 5 headers; U13 1 session per week and max 5 headers; U14, U15 & U16 1 session per week and max 10 headers; U18 heading should be reduced as far as possible, taking into consideration the exposure in matches	
Footwear	Inappropriate footwear for conditions – danger of slipping/risk of injury; sharp studs injuring other players. Players must wear suitable footwear for all weather pitches (i.e. 3G, 4G etc.) – see below	Medium	Players	Coaches and parents should ensure players wear appropriate footwear and shin pads. Boot exchange is available. Coaches and parents should ensure players wear plastic conical studs on all weather pitches as other types of studs or blades, can increase the risk of injury or damage to the pitch.	
Jewellery	Injury due to jewellery getting caught or hitting players	Medium	Players	All jewellery has to be removed, including watches before a session or match. Parents and coaches should check this	
Conduct of players, officials, and spectators	Dangerous play/physical violence; Abusive language; Threatening behavior;	Medium/High	Coaches Players Officials Spectators	We follow the FA's Respect campaign. We do not tolerate disrespecting of officials. Any players or spectators guilty of this will be asked to leave.	

	Inappropriate comment or action			Coaches' decisions are final and players and parents should respect this or face removal if behaviour is deemed to be unacceptable. Groups arranged by age/ability to avoid clashes between players of unequal size/strength	
Physical Injuries from normal Play	Injuries from play	Medium/High	Players	<p>Players should warm up and cool down properly before and after matches and training sessions.</p> <p>There is access to an adequately stocked first aid kit, and a qualified first aider on site during play</p> <p>Players with injuries or medical complaints should let these be known to their coach.</p> <p>Players must wear shin pads</p> <p>First aider available</p>	Basic insurance cover is provided
Hot weather / exhaustion	Dehydration/ Exhaustion	Medium	Players Coaches	<p>Drinks are provided by individual players</p> <p>Coaches encouraged to carry spare drinks</p> <p>Regular drink stops</p> <p>Sunscreen and caps recommended</p>	
Cold weather	Freezing and non-freezing injuries	Medium	Players Coaches Volunteers Spectators Officials	All to wear appropriate layers, hats and gloves as necessary	
Tea/Coffee facilities	Electric shock/ Burns	Low	Players Coaches Volunteers Spectators Officials	Visual safety check on electrical devices carried out before each use. Hot water urn set away from pitches. Consider Hot Water sign	

Breakages, weather damage, vandalism	Injuries from broken equipment or facilities	Low	Players Coaches Volunteers Spectators Officials	<p>Clean up if it is safe to do so.</p> <p>If it isn't safe to do so it should be reported to H&S officer and Club Welfare officer who will arrange for the issue to be rectified.</p> <p>If the situation is dangerous then the session should be called off.</p>	
Instability of large equipment, fences or barriers	Injuries from unstable equipment, fences and barriers	Low/Medium	Players Coaches Volunteers Spectators Officials	<p>Volunteers and coaches should do a visual inspection of the site to ensure no unstable equipment, fences or barriers.</p> <p>If it isn't safe, it should be reported to H&S officer and Club Welfare officer who will arrange for the issue to be rectified.</p> <p>If the situation is dangerous then the session should be called off.</p>	Council maintenance

PERMITTED FOOTWEAR GUIDE FOR 3G AND 4G PITCHES

This guidance does not apply to 2G sand-based pitches.

Players should wear clean, molded plastic, conical studs on Elsea Park or any other 3G or 4G pitch. NO BLADES, NO METAL, NO EXCEPTIONS is DUFC's policy. There is an increased risk of injury and damage to the pitch if the wrong footwear is worn.

PERMITTED FOOTWEAR:

	Artificial Ground (AG) RECOMMENDED Specifically designed for extra abrasion, these boots usually feature more numerous and densely concentrated studs that vary in height and may be hollowed out.		Firm Ground (FG) RECOMMENDED Sole plates feature moulded studs which are evenly dispersed across the foot to offer enhanced traction and comfort.
	Hard Ground (HG) RECOMMENDED Sole plates utilise a harder Thermoplastic polyurethanes compound for enhanced durability and typically feature multiple slightly shorter, evenly dispersed studs for optimal pressure distribution.		Turf Trainer (TF) ONLY WHEN DRY Otherwise known as Astro's, they feature a solid rubber outsole with numerous, small multidirectional lugs spread across the sole, which offer limited grip in wet conditions.

FORBIDDEN FOOTWEAR:

	Soft Ground (SG) TEAR THE SURFACE Sole features removable, replaceable screw-in studs and typically come in a six-stud configuration, with four at the forefoot and two at the heel.		Soft Ground Pro (SGP) TEAR THE SURFACE Also known as Hybrid or Mixed Stud, the sole plate comprises of a combination of conical screw-in studs and moulded studs, which are most commonly bladed.
	Blades CAN CAUSE INJURY Sole plates feature multiple straight slightly shorter, evenly dispersed studs that can restrict movement and turning which could cause injury.		Flat Sole (Indoor) NO GRIP & FLATTEN SURFACE Sole made up of non-marking materials such as moulded gum rubber and feature pivot points, flex grooves and herringbone patterns.

NORMAL OPERATING PROCEDURES (NOP)

1. Supervision of Junior sessions

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

There should be at least one First Aider at each match or training session.

Coaches to participant ratios required are:

For 4 to 8 years – one adult to every 6 children (1:6)

For 9 to 12 years - one adult to every 8 children (1:8)

For 13 to 18 years – one adult to every 10 children (1:10)

If the activity is mixed gender, male and female staff should be available.

Whatever the age of the children and type of activity, a minimum of two FA-DBS-checked coaches/adults must always be present. This ensures at least basic cover in the event of an incident.

If the children have additional needs e.g., learning needs or a disability the ratio must be higher to ensure you can meet the specific needs of any given group.

All coaches/adults must be clear about their role inducted or trained in safeguarding and anyone supervising, instructing or coaching frequently (more than 3 days in any period of 30 days), must have an in-date FA- DBS check.

If we are using young leaders (under-18) or coaches aged 16-17 they cannot be considered as adults. We will need more adults not less to supervise because we have more under-18s in the group.

2. Junior Misbehaviour

Should unacceptable behaviour continue, the head coach should give a final warning.

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.

- Identify potential hazards which could reasonably be expected to result in significant harm
- Identify who might be harmed
- Consider existing controls - is the risk of significant harm low / unlikely, medium / possible or high / probable
- Where the risk is identified as medium or high, identify the action required
- If the risk is low, further precautions are optional and the activity may proceed
- Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds
- If the risk is high, the risk should be significantly reduced before commencement of the activity.

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.

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.

6. Facility Opening Procedure

- Open main doors and immediately turn off the security alarm
- Carry out a quick tour of the building ensuring that all corridors and fire doors are clear of obstructions
- Remove float from safe and place in till etc.

7. End of day procedures

- Ensure all money is reconciled and locked in safe
- Check all windows are closed and lights are turned off
- Check all internal doors are closed
- Set alarm systems and lock front doors

8. Players returning from Injury

Coaches should not encourage players to play when they are injured. This is potentially Neglect and/or Physical Abuse and the Club will take it seriously.

An injured player's symptoms must be completely gone before returning to play.

They should have no pain or swelling and normal range of motion and strength before returning.

Players should be medically cleared to play after all significant injuries.

Following a concussion or suspected concussion, it is recommended that players are reviewed/ assessed by a doctor (typically a GP) before returning to sport. See the FA Concussion guidelines for more details about returning to play following a concussion.

Some injuries requiring a cast below the elbow may be suitable for return to football with approval from an orthopaedic surgeon. Adequate padding for the cast to protect other players is required.

The ability to perform 'single leg hop' may be tested to determine if a lower leg injury has recovered enough to return to football. See here for details https://www.physio-pedia.com/Hop_Test

All players who return after significant time out from football should be gradually returned to play e.g., several training sessions building from light exercise to football specific exercise, to non-contact training, to full contact practice, to return to play.

EMERGENCY OPERATING PROCEDURES

1. First Aid

Every coach should have a First Aid kit and carry a mobile phone.

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 attend all club sessions.

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

Take appropriate First Aid action

Make provision for the injured person to rest or continue as appropriate

Record any incident or injury and complete the accident form.

Major Injury

Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.

Telephone the next of kin.

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, 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.

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/ facility/ school
- 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
- 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 or facility break in

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 completed.

5. Assault

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

The incident should be investigated 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 i.e., in a leisure facility, 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).

GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

Step-By-Step Advice

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 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 TEMPLATE

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

Form is located on the coaches’ section of the website

FIRST AID

DUFCs approach is to have at least one coach in every team who is First Aid qualified. A certificate is issued to candidates who complete a course and reach the appropriate standard in casualty care, which is valid for 3 years. Every coach should have First Aid Equipment.

General information about First Aid equipment

It is essential that first aid equipment is checked frequently, therefore ensuring sufficient quantities and all items are usable. Always replenish contents of the first aid boxes and kit as soon as possible after use. Items should not be used after the expiry date shown on packets.

On-site first aid equipment

First aid boxes should be made of suitable material and designed to protect the contents from damp and dust. First aid box should be clearly identifiable. The first aid box should contain only those items which a first aider has been trained to use.

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

- 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
- In addition, it may be necessary to purchase sports specific first aid equipment depending on the nature of your activity e.g., stretcher etc.

During COVID, these additional items are required. See Covid plan.