



VALLANCE COMMUNITY SPORTS ASSOCIATION

HEALTH & SAFETY POLICY

VCSA aspires to:-

- A clear commitment to Health & Safety by the organisation
- Arrangements for making and handling outcomes from risk assessments, recording and reporting accidents, training staff and volunteers in first aid, risk assessment and the provision and use of equipment and protective clothing, fit for purpose.

VCSA considers that its own Health & Safety Policy is of prime importance. We have health and safety arrangements, in the sporting arena, at home and when travelling to 8 away games, and any other activities away from home. Our football has adopted FA Health & Safety Procedures and our Cricket Club has adopted the those of the ECB We are currently working with our Women's Group to develop appropriate procedures. We will continue to train designated employees and volunteers as appropriate. We are also raising awareness for those of our members, supporters, friends of VCSA and anyone, who is a regular visitor to our offices.

Implementation:

VCSA requires all Directors, coaches, sports leaders, employees and volunteers to commit to following standards:--

- to ensure that insurance policies cover public liability, employees and volunteers in all work locations and are maintained by a designated Director. These policies will of course, cover all sporting activities, journeys and general recreational activities away from home and work and any activities in our office.
- to keep well informed about changes to Health & Safety legislation;
- to give a positive lead in promoting Health & Safety working environment and practice;
- to follow Approved codes of Practice in meeting Health & Safety legislation;
- to register with the local Health & Safety Executive/local Environmental Health Office/Fire Service as appropriate
- to undertake annual reviews of policies (or more frequently if required)

1/. VCSA: SPORTING ACTIVITIES

FOOTBALL (age: 18-24):

- All Sports workers and volunteers must undergo the recognised first aid course, which is appropriate to their sport, including the Treatment of Injury.
- During Training Sessions and Matches there must always be a designated individual who is equipped to deliver first aid and will be overall responsible to ensure that the correct procedures are followed in case of injury. There must always be easy access to a mobile phone.
- A First Aid Kit, which is acceptable within the FA/ECB Guide Lines, should always be readily available at any training session or match. It should be checked by the designated first aid volunteer on the day before the commencement of any activity.
- Checks must be made before every training and match to ensure that there is good access to all entries and exits.
- Checks must be made and confirmed to ensure that all Fire Exits have clear access.
- **BEFORE ANY TRAINING or MATCH THE PITCH MUST BE THOROUGHLY SCRUTINISED TO ENSURE THAT THERE IS NO:**
 - broken glass, any other sharp objects, any obstacles likely to cause a trip or fall, slippery patches – i.e. oil, rotten greasy food, animal faeces etc, likely to cause a skid/fall/infection
 - all kit and equipment must be inspected before any sports session to ensure that all is in good working order and does not threaten any danger and **THAT THERE IS:**
 - a thorough inspection of equipment is carried out to ensure that it is up to date, safe and that the kit is in good repair. Equipment and kit are renewed/replaced regularly and at least annually or when in need of replacement.
- Ensure that no spectators, including parents, are on the pitch during training or matches.
- Encourage parents/spectators to applaud the oppositions as well as their own team, respect the referee's decision, and avoid coaching their child during the game; not to shout and scream and give encouragement to everyone participating in football.
- Ensure that all match venues have adequate changing facilities with separate changing rooms and showers for children and that designated supervisors (ie: team manager) are in the vicinity, on call, in case of accident or illness.
- Ensure that parents/guardians “drop off & pick up” children on time and that they are all delivered home safely.
- As both cricket & football teams have regular away matches VCSA has become a member of tower Hamlets Community Transport. We have a small pool of drivers, who have passed their Midas Driving Test taken at their headquarters. On any journey there must always be two Midas trained adults on board; one to drive the vehicle and one to supervise and ensure the safety of the young players, who are expected to stay in their seats wearing safety belts whilst in transit. If it is a long journey both adults must be Midas qualified.
- Signed Consent Forms must be obtained from parents/guardians of all players under eighteen, together with any essential medical details, before they join VCSA. These will be checked regularly. Signed consent forms will also be required from guardians/parents before any long journeys or trip.

2/. VCSA OFFICE

- **VCSA** will ensure that any office space that they rent will be safe for employees and visitors and in a good state of repair. We will also ensure that there are proper, adequate fire exits.
- The Coordinator/Administrator will be ultimately responsible for Health & Safety in the office as well as in the sports Arena. As the office is rented in a multi occupied building and such things as building maintenance, including rectifying day-to-day concerns, will be the ultimate responsibility of the landlord. The designated Health & Safety Office will have to ensure that they are apprised of any Health & Safety issues and practices that apply to the whole building. Details of these will be displayed in full view of the **VCSA** office and copies will be given to any employees/volunteers during their induction period.
- The Sports Coordinator/Administrator must attend a First Aid Training if s/he is not already trained. It would be politic to train at least on other employee/volunteer
- The designated Health & Safety Officer together with the Coordinator Administrator will ensure that they are given details of the fire drill and that this is posted in the office in clear sight of all employees, volunteers, members, supporters and visitors. All employees and volunteers will be given a copy during their induction period. The Fire Office responsible for the whole building will be asked to instruct new personnel, who are either located at or frequently visit the **VCSA** premises.
- There should be a fire blanket, a foam fire extinguisher and a BCF extinguisher in case of electrical fires.
- **REMEMBER a no smoking policy in the building must be adhered to at all times.**
- No alcohol, drugs or any mind-altering intoxicants are allowed on the premises. Any person who presents themselves at the office in a state of intoxication will be removed forthwith.
- We are also ensuring that those of us that work in an office environment and those of our players, members, supporters, funders, directors, volunteers, sports leaders and anyone who visit our offices are aware of potential for hazard and risk and that we and in particular our designated Health & Safety Officer will make regular checks to avoid any threat of harm or potential health risks. **There is a comprehensive Hazard & Risk table attached to this Policy. This should also be fixed to the office wall in plain sight.**