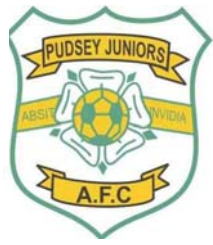


PUDSEY JUNIORS AFC



HEALTH AND SAFETY POLICY

The following statement sets out the health and safety objectives for Pudsey Juniors football club. We:

- will take all reasonable steps to provide safe and healthy conditions for members, volunteers, visitors and others who may be affected by its activities;
- will ensure compliance with all relevant health and safety legislation;
- accept responsibility as an organiser and will provide adequate resources to implement this policy;
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these;
- expects all managers, members and volunteers to co-operate in complying with all legal obligations and take reasonable care of their own health and safety and have regards to the health and safety of others;
- are committed to providing the necessary information, instruction and training to all members and volunteers; and
- Are committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation and other changing circumstances.

Responsibilities for implementing and reviewing Pudsey Juniors health and safety policy are detailed below.

1. Management committee

The management committee has overall responsibility for health and safety. For its part, the management committee will;

- Delegate one person to be the health and safety officer for the organisation. This person's name is Ian Dent.
- make sure health and safety issues are paramount;
- make sure adequate resources for health and safety are made available;
- consult with managers, assistant managers and coaches to make sure relevant training is carried out; and
- Monitor and review the health and safety arrangements.

2. The Club

The Club is responsible for day-to-day health, safety and welfare and will:

- develop a safety culture throughout the club;
- take day-to-day operational decisions;
- draw up safety procedures;
- make sure members are aware of their responsibilities;
- make sure that visiting adults working with children are made aware of all relevant agreed health, safety and welfare routines and practices;
- update the management committee;
- make sure everyone is told about any hazards on site;
- make sure that a system for reporting and recording accidents is in place and monitored;
- make sure that effective arrangements are in force to facilitate ready evacuation of the building in the case of fire or other emergency; and
- Monitor effectiveness of procedures.

The Club may delegate any of these tasks to named individuals by agreement of all parties. However the Club remains responsible for health, safety and welfare on a day-to-day basis.

3. Managers Assistant Managers and Coaches.

All Managers, Assistant Managers and Coaches will:

- support the implementation of health and safety arrangements as required by health and safety legislation;
- take reasonable care of themselves, children and others;
- make sure, as far as is reasonably practical, that training facilities and football pitches are safe;
- Report any concerns, shortcomings or near accidents immediately to the club or health and safety officer Ian Dent.
- read the policy and comply with agreed standards; and
- Store potentially dangerous materials safely.

4. Training

Managers assistant managers and coaches are sent to regular training courses about health and safety matters, including first aid. This information is passed on to members after the training.

5. First Aid

The first aid kit is brought to all training sessions and football games it is accessible to all members, managers, assistant managers, coaches and volunteers. The manager is responsible for keeping the first aid kit up to date with supplies. There must be at least one qualified first-aider on site.

6. Accidents and dangerous occurrences

All accidents and injuries, no matter how minor, must be recorded in the accident book which is kept by the club secretary. Accidents must be reported to the health and safety officer on the appropriate form, (available from the health and safety officer). The team manager and parents must also be told. The health and safety officer will complete an accident book as soon as possible. If necessary, the health and safety officer will be responsible for informing the appropriate parties, and for setting up any subsequent enquiry.

In an emergency, if a child needs to go to hospital, an ambulance should be called by the team manager, assistant manager, coach or health and safety officer by calling 999. Parents or carers will be told immediately. If both the parent and the next emergency contact are unavailable, the manager, assistant manager or coach must accompany the child acting in 'loco parentis'.

7. Health and safety induction

The health and safety officer runs sessions for new managers, assistant managers and coaches to discuss the general health and safety management arrangements and emergency procedures, including this policy.

8. Monitoring and review of policy

- The chairman management committee and health and safety officer will carry out an annual review of the health and safety policies to make sure that new regulations are followed and that the contents of the policy remain valid.
- The views of children, young people and their families and members of the management committee will be sought.
- Risk assessments will be carried out by the health and safety officer and management committee on a regular basis.
- Further information

For more information about any aspect of this policy or on any health and safety issues in general, please contact the health and safety officer, Ian Dent on 0796 8828227.

Forms linked to policy

- Medication form
- List of First aiders
- Accident forms
- Consent form