

Halewood Town Health and Safety Policy



Halewood Town is committed to providing a safe working, coaching, teaching and learning environment for all children, personnel, coaches, volunteers and any related third parties.

Responsibility for health and safety ultimately lies with the Secretary of the club, Mr George Vaughan. However, all relevant personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow personnel or children undertaking activities.

Halewood Town aims to promote health and safety, so far as reasonably practicable, by ensuring:

- the provision and maintenance of safe equipment that poses no risk to health
- the provision of relevant information to children, personnel, coaches, volunteers and any related third parties, including instruction, training and supervision, as is necessary to ensure health and safety
- maintenance of safe environments, including a means of access in a condition that is safe and without risk to health
- progressive identification and assessment of all risk, taking measures to eliminate or control it
- compliance with statutory regulation on health and safety and welfare of learners, personnel and any related third parties
- the health and safety and welfare of vulnerable learners is addressed through positive action
- all required and appropriately qualified members of personnel are given training to identify and control potentially hazardous situations/environments

This list is not exhaustive and represents general principles followed by Halewood Town JSA in respect of health and safety.

First Aid

The nominated/appointed individuals(s) are:

First-aiders

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aiders has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

Whenever learners are present, to attend for a component of a course/programme, their tutor/assessor is responsible for making them aware of who their nominated first-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

The first aid box(es) are located:

Kitchen, Halewood Town, Academy Ground Training Equipment Container, Halewood Town, Academy Ground

Halewood Town Risk Assessment Procedures

Coaches/volunteers must ensure that suitable and sufficient control measures are in place to reduce identified risks when they are delivering any component of a course/programme. Any information a

Halewood Town Health and Safety Policy



Coach/volunteer has identified in relation to risk should be shared with/distributed to other members of personnel. All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance.

Prior to conducting a course/programme, the Coaches/volunteers will conduct a risk assessment and record relevant findings in line with the Liverpool FA health and safety policy. Where Coaches/volunteers complete a session where they would not normally complete a session, a risk assessment must be conducted, to ensure the health and safety of all present. Additionally, a risk assessment is required to be conducted prior to any practical activity. A risk assessment form has been created for these purposes.

Halewood Town Risk Assessment Record

Location:			
Subject/Activity:			
Assessed by:		Date:	

HC and Hazard Description	Severity (without control)	Risk-control Measures in Place	Likelihood (with control)	Risk
Signed:	Time risk assessment completed:			

Key	
HC	Hazard code (a full description of these codes is given on the next page)
Hazard	Something which has the potential to cause harm
Severity	The degree of harm that the uncontrolled hazard has the potential to cause
Likelihood	The probability that the hazard potential will be realised, taking into account any

Halewood Town Health and Safety Policy



d	risk-control measures in place
Risk	The degree of risk (low, medium, high), taking into account severity and likelihood
Irrespective of the risk, where the risk-control measures require personal action or the use of personal protective equipment, such requirements must be clearly stated within relevant documentation and circulated as appropriate.	

HC	Accident Categories
1	Contact with equipment/machinery in motion
2	Contact with a source of heat (eg hot metal surface)
3	Struck by a moving, flying or falling object
4	Striking against a fixed or stationary object
5	Struck by a moving vehicle
6	Trapped by something collapsing
7	Slip, trip or fall on the same level
8	Fall from a height
9	Injury while manual handling
10	Contact with an electrical source or an electrical discharge
11	Exposure to or contact with a harmful substance
12	Injury while using a hand tool
13	Drowning or asphyxiation
14	Injury by an animal
15	Exposure to fire

Severity	Examples
Very low	Scratch, bruise, minor cut – normal activity will be resumed after first-aid treatment; there will be no lost time
Low	Severe cut, sprain, strain, minor burn – normal activity may not be possible immediately after treatment; there may be lost time
Medium	Burn, fracture, minor amputation, temporarily disabling back injury; accident will almost certainly result in lost time and/or major injury
High	Permanent disability, serious amputation (eg loss of a finger)
Very high	One or more fatalities

Likelihood	Meaning
Very	So unlikely, probably close to zero
Unlikely	Unlikely, though conceivable
Possible	Could occur sometime
Likely	Will occur several times

Halewood Town Health and Safety Policy



Very likely	Occurs repeatedly and is to be expected
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Accident Reporting

During a Training session or match event the Coach or individual(s) in charge of the event (possible via delegation) involved in the accident/incident is responsible for ensuring that an investigation takes place and then an accident/incident/near miss report is completed.

In the case of an injury, following appropriate care for the injured individual, the Coach or individual (s) in charge of the event must inform the nominated person George Vaughan.

The Accident Report Form should be forwarded immediately via the quickest route to enable details to be recorded and any actions noted.

Accident Report Form

Date, time, location and event details where the incident took place			
Date		Time	
Location (Venue)			
Event details (eg Training, competitive game,			

Injured persons details			
Name:			
Occupation:			
Date of birth:			
Address:		Postcode	
Tel:			
Email:			

Details of all persons involved – insert details of all individuals actually involved in near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		
5		

Details of all witnesses –insert details of all individuals who witnessed the near miss, incident or accident		
	Name	Contact number

Halewood Town Health and Safety Policy



1		
2		
3		
4		
5		

Incident details			
Time of injury		Date of injury	
Description of the incident			
Treatment applied			
Name of person giving treatment			
Role of person giving treatment			
Loss of consciousness:	Yes/No	Ambulance called:	Yes/No
Person sent to Hospital:	Yes/No	If Yes, which Hospital:	
Name of person completing this report			
Date of report		Office use only: date report received	