



# Winnersh Rangers FC Health and Safety Policy

## GENERAL STATEMENT OF POLICY

It is the policy of Winnersh Rangers FC to provide and maintain safe and healthy conditions, equipment and practices for all of our Volunteers, Members & the General Public. In so doing we aim to provide information & training to make this possible. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this document.

The policy will be kept up to date, particularly as the club changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

It is the expectation of the Club that Managers ensure their colleagues read & adhere to the Club Policies & Procedures.

Health & Safety as well as Manual Handling posters are displayed in the storeroom to advise all Club Officials.

This document should be read in conjunction with the Club General Risk Assessment.

## SECTION A

### *PLAY/TRAINING & ELECTRICAL EQUIPMENT*

All Volunteers are responsible for a visual check of any equipment before each use. It is the responsibility of all Volunteers to ensure that the Health & Safety Officer is informed of any faulty or hazardous equipment as soon as possible & that in the meantime it is labelled as being 'out of use'.

#### Periodic checks of Electrical Equipment.

Portable electrical appliances in the club cafe will be checked annually by a competent person who will complete a report and attach a safety sticker / remove item from use.

The checking of electrical systems & non-portable appliances is the responsibility of the venue owner eg Winnersh Parish Council from whom the Club hire premises.

### *DANGEROUS SUBSTANCES*

1. The Club uses only domestic substances for washing up in the Purple Cafe.
2. Gloves are provided for each volunteer for the purposes of First Aid provision & Purple Café Duty. Team Managers must ensure that they advise the Kit & Equipment Secretary when new supplies are needed.
3. It is the responsibility of the Café Manager to ensure that all volunteers are made aware of their individual responsibility to wear gloves for food preparation and washing up and advise when new supplies are needed.
4. Two different cleaning chemicals must never be mixed.

## SECTION B

# GENERAL ARRANGEMENTS

### *ACCIDENTS & REPORTING*

A First Aid Kit is supplied to all teams. It is the responsibility of the Team Manager/Coach to request new supplies as needed from the Kit & Equipment Secretary. First Aiders should avoid the use of 'cool sprays' which may cause an allergic reaction. Clean, pre-boiled water in a spray bottle is suitable to use to clean mud away from any potential injury.

The Kit and Equipment Secretary can be contacted by email at:  
[equipment@winnershrangers.com](mailto:equipment@winnershrangers.com)

#### **Trained / Qualified First Aiders**

It is the aim of the club that all team Managers/Coaches hold an emergency aid certificate which is updated every three years. Where team personnel are waiting to go on a course it is their responsibility to ensure that the Manager/Coach of the opposing team or other Club Official is willing & able to provide this intervention should it be necessary. Also that there is another Club Volunteer at the training venue who could assist in the meantime.

All accidents should be reported to the Health & Safety Officer using the form which can be found on the Club Website at [www.winnershrangers.com](http://www.winnershrangers.com)

**The person responsible for reporting incidents under the Health & Safety Act 1974 is the Club's Health & Safety Officer:** [healthandsafety@winnershrangers.com](mailto:healthandsafety@winnershrangers.com)

**The person responsible for reporting to our insurers any incident which may result in a claim is the Club Secretary:** [secretary@winnershrangers.com](mailto:secretary@winnershrangers.com)

In the event that the H&S Officer is unavailable an alternative club official should contact the 'Incident Centre' on 0845 3009923 to enquire as to whether reporting of the incident is required. The rule of thumb is that incidents involving Volunteers or a Member of the Public may be reportable under RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 1995) if they are sent to hospital from the incident or if the incident could have been prevented in some way.

Sports Injuries are not reportable under RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 1995) under Health & Safety Law. However a club accident report form should be completed for any possible head injury or any other injury where removal to hospital or medical attention has been recommended.

### *GENERAL FIRE SAFETY*

All venues hired by the club for events should have in place emergency signage & fire fighting equipment & procedures etc which are appropriate to the size & use of the venue. It is up to the team Manager/Coach to familiarize themselves with the environment & ensure that Members adhere to these policies & procedures.

At larger events the Health & Safety Officer will undertake a risk assessment & appoint club personnel to assist in emergency procedures.

### *ADVICE and CONSUL TANCY*

Club Health & Safety Officer: [healthandsafety@winnershrangers.com](mailto:healthandsafety@winnershrangers.com)  
RIDDOR Incident Contact Centre - 0845 3009923

### *TRAINING*

Training is provided to Club Officials in football coaching/ team management, child protection & first aid.

Training Coordinator: [training@winnershrangers.com](mailto:training@winnershrangers.com)

## SECTION C

### HAZARDS

The Club's General Risk Assessment is issued via Managers to all Club Officials & is displayed in the store room. It is the expectation of the Club that Managers ensure their colleagues read & adhere to the Club Policies & Procedures.

Other guidance: Club Volunteers are responsible for reading instruction manuals (where applicable) for any new equipment and for adhering to them.

Periodic Safety Inspections will be carried out by the Health & Safety Officer, however due to the number of venues involved in the running of the club, it is incumbent on all Volunteers to be vigilant & report any hazards or near misses.

### *RESPONSIBILITIES*

1. Overall responsibility for health and safety in the Club is that of the Club's Health & Safety officer with delegated responsibilities as defined in this Policy & the Club General Risk Assessment. Incidents requiring investigation will be investigated by the Health & Safety Officer plus one other nominated Club Official.
2. All Volunteers & Members have the responsibility to co-operate with Club Officials to achieve a healthy and safe place for the enjoyment of football and to take reasonable care of themselves and others.

## SECTION D

### CHILD PROTECTION

The Club takes seriously its responsibilities to children & vulnerable adults. All club volunteers will have a Criminal Records Bureau Check carried out by the Football Association.

All new Club Officials will complete an application process during which two references will be taken.

Whilst the Club recognises that no system is fool proof, by engaging in safe practices & providing training to Club Officials on Child Protection issues we hope to reduce the level of risk to our members.