

Harlestone Magpies Hockey Club – Health & Safety Policy/Guidelines

1) General

Harlestone Magpies Hockey Club has a duty of care to safeguard its members, and its Health & Safety Policy forms a vital part of that process. Its general policy is:

- to provide adequate control of the health and safety risks arising from our sporting activities
- to consult with relevant individuals who represent the club on matters affecting their health and safety
- to provide and maintain a safe playing environment and equipment
- to provide information, instructions and supervision of coaches and other volunteers
- to ensure that coaches and other volunteers are competent to do their tasks, and to give them adequate training
- to prevent accidents
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary.

2) Risk Assessments

A general risk assessment is undertaken on a periodic basis (and reviewed by the Executive Committee) and a summary document made available on the website :-

<http://magpies-hockey.co.uk/wp-content/uploads/2016/11/HarlestoneMagpiesRiskAssessment2017final.pdf>

In addition, in order to discharge its responsibilities, individual coaches, captains and other volunteers representing Harlestone Magpies Hockey Club will endeavour to assess the risks at the place of activities (at the home venue), using the following steps :-

- i) Identify hazards
- ii) Decide who might be at risk
- iii) Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- iv) Notify relevant Officer(s) e.g. Facilities Manager or Ground Committee Chairman
- v) Review the assessment and revise it if necessary

An accident book is kept in the club-house (near the kitchen). Forms should be completed in the event of any incident. Completed forms are kept securely (for confidentiality purposes) and reviewed by the Executive Committee on a periodic basis, to establish any patterns and/or whether any lessons to be learnt/remedial action is required.

The maintenance of safe and healthy playing conditions requires the active cooperation of all Club members, each of whom also have a duty to take care of his or her own safety and that of others. Every person has a duty to bring situations that they believe to be unsafe, or potential shortcomings in Club safety arrangements, to the attention of a relevant member of the Executive Committee.

3) Good Practice for Coaches/Captains

It is good practice to:

- Have a first aid box available at all times, and know how to use it for minor injuries and where to summon help for major injuries
- To attend first aid training on a 3 yearly basis (basic 3 hour session incl CPR)
- Always have access to a mobile phone for contacting the emergency services.
- Familiarise yourself with any emergency procedures appropriate for the particular venue e.g.

<http://magpies-hockey.co.uk/docs/EmergencyProceduresHarlestoneMagpiesHockeyClub2016.pdf>

- Check the facilities you use meet safety standards, that the area is safe and free from obstacles or other dangers such as glass, animal excrement, etc.
- Make sure that players are appropriately dressed for the activity (shin pads, mouth guards, tracksuit) and surface (boots/trainers). Pay special attention to goalkeepers.
- Improve your competency by attending sports specific and generic training courses.

In respect of the Youth Section;

- Maintain a register of attendance, together with medical information and emergency contact details.
- Check that facility equipment and personal equipment is kept in a good state of repair and is suitable for the age and ability of the players.
- Establish participants' previous experience, and schedule the frequency and length of practice and games to take into account the age and ability of players.
- Raise ongoing concerns with the Club Welfare Officer in order that preventative action can be determined and the procedures revised.

4) Useful e-mail contacts

- Facilities Manager - facilities@magpies-hockey.co.uk
- First Aid Co-ordinator - firstaid@magpies-hockey.co.uk
- Equipment controller - equipment@magpies-hockey.co.uk
- Welfare Officer - welfare@magpies-hockey.co.uk

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