

Bonnyrigg Rose Football (Sports) Club

Bonnyrigg Rose Football (Sports) Club – Health & Safety Policy

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Bonnyrigg Rose Football (Sports) Club – Health & Safety Policy

Signed Chairman

Date

Signed Secretary.....

Date.....



Policy Statement

Bonnyrigg Rose Football (Sports) Club have a duty of care to all members (children and adults). We strongly encourage our members to take part in our activities remembering that the health, well being and safety of each individual are of paramount importance.

In an effort to ensure good practice and to support our Health and Safety statement, the following guidelines form part of the Club's policies:-

The Club Committee will:-

- Undertake regular, recorded risk assessment of the Club premises and activities and will take measures to close any gaps identified by that assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to first aid facilities and qualified first aider at all times.
- Appoint a Child Protection Officer to whom injuries, accidents or concerns should be reported.
- Volunteers/officials will be provided with guidelines for appropriate park setup and use of equipment.
- Offer the facilities of a recognised physiotherapist for any sport related injuries.

The Club Committee also request that all members have a duty for the following:-

- Children under 8 years of age should not train/play for more than 90 consecutive minutes
- Children up to the age of 11 (Under 12s) should comply with the East of Scotland Soccer Development Association (ESSDA) and Scottish Womens Football Association (SWFA) guidelines in terms of no football during closed periods.
- All members should be aware of the Club's Child Protection Policy.
- Team coaches and officials should ensure that relevant parental consent forms are completed.
- Team coaches should ask parents to make them aware of any health requirements specific to their child/children.
- Team coaches and officials should be responsible for a duty of care to the team members during Club organised events and activities. This includes proper warm-up and warm-down routines and due care and attention to youngsters with injuries.
- All Club members/volunteers/officials/friends and family attending games should be aware of the Club Code of Conduct.

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GUIDELINES FOR PARK SET UP AND USE OF EQUIPMENT

Balls

Every player should have a ball for training purposes.

Balls should be of the correct size:-

Soccer School Size 3 12s Size 4

8s Size 3 13s Size 4

9s Size 3 14s + Size 5

10s Size 3

11s Size 4

Corner flags

Stored in store room at Poltonhall / KGV container

Must be in situ prior to a game.

Any concerns to be raised with the Committee.

Emergency Contacts

Club Chair Brendan Parkinson

Treasurer David Kelly 07793640352

Club Secretary Alan Towers 07983382039

Coach Development Officer Jamie Ferrier 07888654900

Child Protection Officer John Sime 07824888107

Emergency Procedures

In case of emergency call emergency services.

Goals

IT IS FORBIDDEN FOR ANYONE TO SWING FROM OR CLIMB ON THE CROSSBAR.

3 sets of fixed on wheels 7-a-side goals at Lasswade 3G

2 set of fixed on wheels 11 a-side goals at Poltonhall 3G.

There are 20 sets of 4 a-side folding goals which are kept in the store room at the Poltonhall container.

The club also play 11 a-side games on grass pitches at KGV and Poltonhall, and the 11 a-side goals are provided by Midlothian Council.

The container also contains older goals that would require assembly and assessment before use. If required please speak to a Committee member.

Must be stored safely (i.e. crossbar and sides to be flat. 2 sets of goals to be placed against the wall. For the other set the crossbar is to be secured on hooks at top of container, sides to be against walls of store room). The 4 a-side goals should be folded when carrying to and from the store and when returned to the store, they should be placed in the storage racks.

Caution should be taken when transporting goals from store to park(s). At least 2 adults (i.e. someone over the age of 18) should perform the duty of transporting the larger goals and it should always be the coaches (or other trained helpers) who carry and assemble the 4 a-side goals.

All goal frames should be sufficiently anchored, weighted, pinned, chained, pegged or otherwise made secure so as to prevent overturning. In view of the potential for serious injury unsecured goal frames should never be used, as it is likely that all free standing frames will need to be anchored. The only exception may be where an assessment clearly shows that there is no risk of injury in the event of overturning. The crossbar should be securely slotted into sides, and strong pegs to be used for front and back of sides to ensure they cannot be dislodged.

The simplest test to check if goal posts are anchored securely is if an adult, paying close regard to their own safety and that of others, is able to pull the goal post forwards causing it to fall then the goal post or frame is unsafe.

Before use, adults should:

- Exert a downward pressure on the cross bar
- Exert a backward pressure on both upright posts
- Exert a forward pressure on both upright posts

If the posts fail to remain secure during this procedure, it is necessary to re-stabilise the equipment and carry out the same procedure again.

Portable goal posts should not be left in place after use but should be dismantled and removed to secure storage and secured together face to face or to a substantial permanent structure such as a wall or fence.

Safe lifting and carrying techniques should be employed in the moving, positioning, and anchoring of goal post frames.

Any evidence of wear and tear to any goals MUST be highlighted to the Committee.

Pegs

- Stored in the Poltonhall container in a bucket.
- These should be strong and securely placed into ground ensuring no one can trip over them or be hurt by them during a fall.
- There should be at least 2 pegs on each side netting and at least 3 pegs on the back netting.

Goals With Wheels

When moving the goals on the 3G, the goal frame should be clear of the ground by using the handles next to the wheels. Care should be taken when using the handles so that hands/fingers are not hurt. If the mechanism is stiff then please report to the Committee. Care should be taken when moving the goals on the pitch so that there are no obstacles in the way and no risk of injury to others by being in the way.

When goals are in place, lower the entire goal frame by using the handles next to the wheels. This will prevent the goals from moving during use.

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Nets

- All goals on the 3G have fixed nets as do the 4-side goals
- Must be stored in container to ensure no one will trip over them when transporting park equipment. All club members should ensure that players do not walk or climb on the netting for the fixed goal sets on the 3G, to prevent tripping, falling injuries.
- Netting should be well fitted and should not extend beyond the area covered by the base of the frame. Soft synthetic fixings should be used.
- Any concerns should be highlighted to the Committee.

Housekeeping

- Coaches should ensure all changing rooms are swept and clean after use.
- Coaches should ensure any showers and toilets are used appropriately – no cleaning of boots in sinks/showers.
- Coaches should ensure lights and water are in working order.
- Any concerns/non functioning of facilities should be reported to Haddington Athletic Community Football Club Committee.

Locking up

- Coaches should ensure referees room is locked whilst not in use
- Coaches should ensure changing rooms are locked whilst not in use
- Coaches should ensure access to toilet facilities
- Coaches should ensure all doors, shutters (including window) and gates are locked at end of use.
- Coaches should ensure keys are placed in agreed position for use by next team.

Pitches – Condition of

- The health and safety of players should be of paramount importance.
- If there is visibility of the pitch being waterlogged, frozen or rutted then the Committee should be informed.
- The Committee will take account of health and safety of players as well as the long term use and maintenance of the pitch.
- All coaches should arrive in plenty of time prior to a session (whether training or a match) to carry out a risk assessment of the playing area to prevent injury to the players during the session.

Pitch lines

- When the grass pitches at KGV or Poltonhall are booked the Council will line them accordingly.
- Under the SYFA constitution, it is the home team's responsibility to ensure lines are visible otherwise the tie could be awarded to the opposing team.
- Any team using the pitch should take responsibility for the visibility of lines.

Grass / 3G Playing Surface

- The Council has responsibility for maintaining grass pitches. .
- Any concerns should be raised with the Committee.