



Ashtead All Stars Health and Safety Policy

Health and Safety Policy Statement

Ashtead All Stars Netball Club (AAS) is committed to ensuring that its members, coaching staff, spectators and volunteers can participate in club activities while recognizing that their health, wellbeing and safety is always our paramount concern

AAS recognises that the effective prevention of accidents depends on a committed attitude to health and safety and seeks to promote a positive safety culture and environment by implementing pragmatic and proportionate health and safety measures and encouraging active participation in these matters throughout the club membership. Health and safety is the responsibility of every player, official, coach and volunteer of the club.

Health and Safety Policy

Purpose

The purpose of this policy is to outline the processes and expectations around health and safety at AAS.

Scope

The policy applies to all club members and spectators. The guidelines and requirements are to be adhered to at all match, training sessions and hosted events.

Definitions

Hazard – something which could cause someone harm

Risk – the chance that a hazard could cause harm

Accident - any unplanned event that resulted in injury or ill health of people, or damage or loss to property.

Near Miss - any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property.

Risk Assessments

The club will undertake regular and recorded risks assessment of our home court and all activities undertaken by the club. A detailed risk assessment should be held for all club activities at The Downsend School. Before any session, the coach in charge should conduct the risk assessment checklist contained at [Annex A](#).

Where a match(es) or training session occurs away from The Downsend School, the coach in charge should still ensure that the risk assessment process ([see Annex A](#)) is carried out and that they are happy to continue.

AAS will ensure that members are given appropriate levels of training and competition by regularly assessing individual ability dependant on age, maturity and development.

Accident and Injury Reporting

All club members must have an active membership to England Netball before participating in any club activity.



Any accidents, incidents or near misses sustained during any club activity **must** be reported as soon as possible. Injuries (including any treatments given) should be logged on the appropriate forms which can be found in the club shed and in each first aid bag. They should be handed in to the folder in the club shed at the first available opportunity. The health and safety officer / safeguarding officer will collate these at the end each month.

[Annex B](#) contains a copy of the guidelines for accident / incident reporting.

First Aid

AAS will ensure that there is always adequate access to first aid and first aiders. The club will maintain a minimum number of qualified first aiders that are able to provide initial care for minor injuries and will ensure that there is at least one qualified and competent person present at any activity conducted by the club. The names and qualification dates of those individuals will be held by the health and safety officer.

Suitable first aid kits will be stocked and available at any activity being conducted by the club. These will be checked by the health and safety officer every quarter. Year group coaches must ensure that they check their first aid kits before taking them away from the club shed. Any shortages should be reported to the health and safety officer as soon as possible.

In the event of a serious medical accident or incident, emergency services should be called.

Compliance and Review

All club members and spectators are expected to be aware of, understand and follow the requirements and responsibilities laid out in this policy. The implementation of the policy will be reviewed annually for effectiveness or in the event of a serious accident or injury. The health and safety officer will prepare an annual report to be presented at the club AGM

Roles and Responsibilities

Club Chair – has overall responsibility for health and safety at the netball club

Coaches – are responsible for

- Ensuring that their relevant club members are aware of and adhering to the policy.
- Carrying out the pre-activity risk assessment check list.

Health and Safety Officer - is responsible for

- Creating and monitoring the implementation of the club's health and safety policy.
- Ensuring that first aid kits are kept stocked and available.
- Ensuring that the club has adequate numbers of qualified and competent first aiders.
- Preparing the annual report to the AGM

Club Members – As club members you have a responsibility to

- Understand and comply with the club's health and safety policy
- Take reasonable care for your own health, safety and wellbeing and that of others who may be affected by your actions
- Correctly use all equipment provided by the club
- Not interfere or misuse anything provided for your health, safety or welfare



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1.0	June 2019	New H&S Policy – Reviewed and Validated



Annex A: Pre-Match Risk Checklist

Date: _____ Venue: _____

Teams: _____ v _____

COURT SURFACE AND SURROUNDS

	ACCEPTABLE	UNACCEPTABLE
Is the court surface free of debris and in adequate condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are the court lines clearly marked and not peeling off?	<input type="checkbox"/>	<input type="checkbox"/>
Is the perimeter / run off sufficient and free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Are the goal posts secure and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is the lighting enough to ensure safe play?	<input type="checkbox"/>	<input type="checkbox"/>
Are spectators adequately controlled and positioned suitably?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any other issue that could constitute a hazard to participants?	<input type="checkbox"/>	<input type="checkbox"/>

FIRST AID AND FIRE SAFETY

Is a trained first aider / first aid kit available for treating minor injuries?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure in place for dealing with major injuries?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire exits clearly marked and free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>

PLAYER CHECKS

Have player checks ¹ been carried out?	<input type="checkbox"/>	<input type="checkbox"/>
Are all participants (players AND officials) wearing suitable footwear?	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS (especially where any 'unacceptable' box has been checked)

¹ Nails, hair, jewellery etc



Annex B: Guidelines for dealing with an Incident/Accident

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/guardian.
- Complete an incident/accident report form.

Incident/Accident Report Form

Venue		Location of accident/incident	
Date of accident/incident		Name of individual(s) who dealt with the accident/incident	
Nature of accident/incident			
Details leading up to the accident/incident			
Details of all club members involved			
Details of action/events after the accident/incident			
Give full details of action taken during any first aid treatment and the name(s) of first aider(s)			
Were any of the following contacted?	Parents/carers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>



	Ambulance Yes <input type="checkbox"/> No <input type="checkbox"/>		
What happened to the injured person following the incident/accident? e.g. carried on with session, went home, went to hospital etc.			
All of the above facts are a true record of the accident/incident			
Print name			
Signed		Date	