



Waveney Youth F.C. 2007 F.A. National
Charter Standard Community Club of the Year

Health & Safety Guidelines

This document sets out the procedures that are to be undertaken by all managers, coaches and volunteers prior to commencement of activity.

Entrance & Kitchen area (Catering Assistants)

- Ensure the floor area is kept clean and clear from obstructions. (The main entrance is a primary evacuation route so must be kept adequately clear at all times.)
- All spills to be cleaned straight away.
- Make sure no wires are laying around.
- All electrical equipment to be tested on a yearly basis.

Changing Rooms

- Ensure all areas are lit fully.
- Check the changing rooms are adequately clean and fit for use.
- Check there are no objects that can cause any harm, are lying around.

Football Pitches

- Physically check the pitch and pick up any objects that may prove dangerous. Particularly empty bottles, cans, etc.
- Ensure goals are secured and safe to use, in accordance with guidelines.
- Make sure that the stakes are secured to the ground and not stuck up
- Take care when carrying the hammer to secure stakes, do not swing around.
- Take care when moving the goals, ensure at least two people convey the goals to and from the containers / compound.

Goals

- Goalposts of any size (including those which are portable and not installed permanently at a pitch must always be anchored securely to the ground
- Portable goalposts must be secured as per the manufacturer's instructions.
- Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts. (Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn).
- Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
- Nets should only be secured by plastic hooks, net grips or tape and not by metal cup hooks.

Regular inspections of goalposts must be carried out to check that they are properly maintained.



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Players

- Ensure that all jewelry is removed or taped over.
- Ensure the player(s) are appropriately dressed for the activity / weather conditions that they are taking part in.
- Ensure player(s) are wearing shin pads and the footwear is safe i.e. sharp studs are removed etc.
- Ensure the player(s) is appropriately dressed if they are a substitute.

Disorderly Behaviour

- Ensure any behaviour deemed threatening or dangerous to other people is stopped immediately.
- Any person(s) acting in an offensive manner towards other players, managers, parents and referees should be spoken to firmly but politely. If the behaviour continues give a further warning but do not get involved in an argument or physical confrontation.
- The offender should be asked to leave the area if the warnings are not heeded. If things do not get out of hand then it may be necessary to telephone the Police.

Injured Persons

- Each manager is issued with a first aid kit. Additional first aid kits are available within the Pavilion.
- Ensure that you are aware of any medical condition(s) your player(s) may suffer and the treatment required.
- Ensure your first aid kit is suitably and adequately stocked. If you use any items from the first aid kit, ensure that the item is replaced by the time of next game / activity.
- Only persons who have attended Emergency Aid or are a first aider to administer first aid.
- If necessary contact the Emergency Services. **NEAREST A & E HOSPITAL IS JAMES PAGET IN GORLESTON TELEPHONE 01493 452452 or DIALLING 999**
- Ensure an accurate record is kept of any injury and complete the Club's Accident / Incident report form.



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