



# Health and Safety Policy 2021



## Statement of Intent

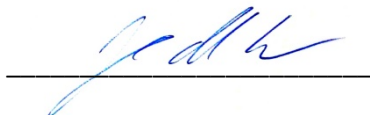
As a club we have a duty of care to our members, visiting teams and spectators. We now recognise that duty by having this Health and Safety Statement in place. We hope that this statement will engender a spirit of cooperation in Health and Safety (H & S) matters among all our members who use the facilities.

This is a working document which will be reviewed and updated in line with knowledge and experience of implementation. The following pages set out the means by which Waterford Hockey Club (WHC) will endeavour to ensure a safe environment for all its members and visitors. Duties and responsibilities are set out for everyone associated with the club. The various risks associated with membership of the club have been assessed and documented, and arrangements have been put in place to control these risks.

The provisions of this statement will apply to all WHC members, visitors and associated outside agencies. It will be made available to all members and relevant parties. It is intended that this document will help them understand, promote and maintain a safe environment within which the club activities take place.

As WHC rents the pitch from Newtown School, this safety statement relates only to WHC members and those persons who may be affected by their acts or omissions.

Signed:



**Jonathan Earl**  
President Waterford Hockey Club.

Date: 24<sup>th</sup> June 2021

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## **1. Safety Policy**

The Management of WHC are committed to compliance with the Safety, Health and Welfare at Work Act 2005, and the Safety Health and Welfare at Work (General Application Regulations 2007–2016 as amended. In doing so will provide for all members and associated parties, an environment that is as safe and healthy as is reasonably practical, and that will comply with all relevant statutory requirements.

Through its committee and elected officers, WHC will endeavour to provide a safe system of operation through the provision of appropriate equipment, information, instruction, training and supervision. The co-operation of every member is mandatory, and members must at all times conduct themselves in a manner that does not endanger their safety or the safety of others. Where members are under the age of 18, their parents or guardian(s), must give this undertaking on their behalf.

Coaches and Co-ordinators must ensure that there are adequate resources (suitable equipment and supervision) available for the activity that is being undertaken. Through Hockey Ireland, all Coaches and Coordinators will be Garda Vetted as required under The National Vetting Bureau (Children and Vulnerable Persons) Act 2012. The Management must ensure that all Coaches and Co-ordinators attend a recognised 'Code of Ethics Safeguarding' course in respect of Good Practice for Children's Sport.

The Safety Statement of WHC will be reviewed for suitability at least annually, and following any major change in structure or practices.

## **2. Child Protection Policy**

WHC is fully committed to safeguarding the wellbeing of its young participants. Every individual in hockey should at all times, show respect and understanding for participants' rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Safeguarding Guidance for Children & Young People in Sport 2019. Our guiding principles and this guidance document are underpinned by national policy and legislation in Children First: National Guidance for the Protection and Welfare of Children 2017, and the requirements under The Children First Act 2015.

In working with young people in hockey our first priority is the welfare of young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from abuse, neglect, bullying and intimidation.

A children's officer is in place and will advise and report directly to the committee on matters or issues that may arise.

## **3. Club Structure**

An elected committee is in place to oversee the running of the club. The committee will hold regular committee meetings to discuss the workings of the club. Each officer will report to this committee as required. Documented minutes of these meetings will be kept.

In line with the Constitution, the committee will consist of the following members President, Vice President, Honorary Secretary, Honorary Treasurer, PRO, Membership Secretary, Representative from Coaching and Player Development Committee and Representative from Business Development Committee.

## 4. Responsibilities

**The President:** will ensure that;

- Adequate resources are made available so that the Safety Policy can be carried out efficiently.
- The members of the General Committee are fully aware of their responsibilities in relation to occupational safety and health.
- The Safety Statement is reviewed regularly and its operation monitored.

**Secretary:** will ensure that;

- The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through website, coordinators, coaches, etc.
- Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible.
- Any discussion, reports or suggestions relating to the Safety Statement which are raised at General Committee Meetings are recorded and actioned.
- Any Accident Reports, Hazard I.D. Reports, H & S Audits etc. are retained as club records and reported outside the club as decided by the General Committee.
- Any correspondence relating to H & S is brought to the attention of the General Committee and any subsequent actions are recorded.

**Treasurer:** Will ensure that;

- An accurate account of subscriptions paid by our members is kept.
- Matters relating to our insurance policy are brought before the committee.
- Funds are available for safety and protective equipment ensuring that we meet our obligation in protecting our members.
- Funds are available for training our members in matters of child welfare, coaching and H & S.

**Membership Secretary:** will ensure that;

- WHC membership form is fit for purpose and that they have been filled out correctly.
- Keep (in a safe place) a record of all members, be that hard copy or Excel spreadsheet.
- Update the Hockey Ireland GoMembership register. Add new members and deregister those no longer with the club.
- Carry out the GoMembership transfer process for any member leaving one club to join another. This allows the GoMembership Registration Number to be carried forward.
- Liaise with the Underage Coaching Representative with regard to the medical condition/requirements of underage players, if stated on the membership form.
- Liaise with team captains regarding team players compliance with club, Munster Branch and Hockey Ireland registration rules.
- Meet on a regular basis with the Club Treasurer to compare club registration forms with fees paid.

**Designated Person:**

- Will act as a liaison with outside agencies and a resource person to any member or coach who has child protection concerns.
- Is responsible for ensuring that standard reporting procedure is followed.

**Children's Officer:**

- The key role of the Club Children's Officer is to ensure the implementation and promotion of the relevant Child Welfare Codes and Guidelines for good practice within the club.

**Academy and Youth Coordinators:** will ensure that;

- All coaching activities in the various sections are carried out according to guidelines laid down.
- Sufficient coaches are available to ensure safe supervision of any particular section.
- Persons who are not paid-up members are not allowed to use the club's facilities.
- Appropriate medical kits are immediately available for both training and matches.
- Accidents or incidents are detailed, reported, and recorded. Coaches will ensure that
- Training Sessions and matches are appropriate and planned, taking into account the considered risks, and have adequate resources to safeguard those taking part.
- Those taking part in sessions are suitably attired with the required level of protection.
- Training sessions and matches are adequately supervised.
- For underage groups no member is left alone or unsupervised during or immediately after a session or match.

**Ordinary Members:** will ensure that;

- They are aware of the provisions of the Safety Statement and that they operate within those provisions at all times.
- They take no action which could endanger either themselves or their fellow members.
- They comply with any safety directives which may be issued from time to time.

**Health & Safety Officer:** will ensure that;

- Safe systems and practises are incorporated into all activities in the club.
- Risk Assessments are kept up to date and regularly reviewed.
- All activities are continually monitored and that any incidents and dangerous occurrences are reported, recorded, and acted on accordingly.
- Any required H & S training is discussed, authorised and put into practice
- Any wilful breach of safety rules is reported and that the club disciplinary procedure is activated if it is deemed necessary.

**Visitors:** It is the responsibility of visitors to the club to;

- Co-operate with WHC with respect to all matters relating to H & S.
- Obey all reasonable safety instructions given by WHC committee members and coaches.
- Take note of, and obey all safety signage, where necessary.

## **5. Grounds, Pitches and Changing Facilities**

It is noted that WHC are tenants of the facility and the agreement dictates that maintenance, up-kept, security, car parking, access, egress and cleaning of all facilities are the responsibility of Newtown School. This in no way excuses WHC in their responsibilities to use the facility with respect and maintain it in a clean, tidy and good condition at all times. WHC will endeavour to notify Newtown School of H &S issues that may arise.

## **6. Implementation and Operation**

To actively carry out the club's policy in relation to H & S, to maintain a general consciousness of safety and to promote a safe club environment, the following should be kept in place;

- Health & Safety will be on the agenda at committee meetings of the club, actions noted and recorded in the minutes.
- Giving safety instructions regularly all sections of the club.
- Reporting of accidents or dangerous occurrences action to prevent recurrence Identification of hazards and assessment of risks should be an ongoing process and any identified hazard or risk should be immediately reported a member of the Committee. The hazard or risk should be immediately assessed as 'high', 'medium' or 'low' and appropriate action taken. This is a very important aspect of our safety policy and it is expected that when an area is audited for safety, it will be found that any accidents, injuries, collisions, hazards, etc., will have been properly reported and documented.

## **7. Accidents and Near Misses**

Appropriate medical kits will be available pitch side during training and matches to treat minor injuries. WHC will endeavour to have a trained first aider at training or fixtures at all times.

An Accident is defined as an unplanned event that happens unexpectedly and unintentionally and that results in injury, illness or damage.

A Near Miss is defined as an unplanned event that did not result in injury, illness, or damage – but that had the potential to do so.

The Safety Officer should be notified in writing of an accident or near miss as soon as is practical to do so. Supporting documentation and evidence should be provided as deemed necessary. An incident report should be filled out for all accidents and near misses. Where it is possible that the accident will result in a claim under the club insurance policy then the incident report will be forwarded to our insurance company.



## Accident / Injury / Incident Report Form

### 1. About the person reporting the accident:

Full Name: \_\_\_\_\_

Occupation/Role/Club: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. About the person who had the accident:

Full Name: \_\_\_\_\_

Occupation/Role/Team/Group/Club: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### 3. Other personnel involved:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Involvement: \_\_\_\_\_

### 4. About the accident:

Where it happened: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Cause: \_\_\_\_\_

Brief description: \_\_\_\_\_

\_\_\_\_\_

What action was taken at the time? \_\_\_\_\_

\_\_\_\_\_

Is there any outstanding action that needs to be taken? \_\_\_\_\_

\_\_\_\_\_

Follow up: \_\_\_\_\_

**Please return completed forms within 24 hours to  
the Club Children's Officer, Shirley Moore, (087) 230 7450, [shirleymooreoceanview@gmail.com](mailto:shirleymooreoceanview@gmail.com)  
or the Club Secretary, Cecily Johnston, (087) 752 4100, [secretary.waterfordhockey@hotmail.com](mailto:secretary.waterfordhockey@hotmail.com).**



## 8. Concussion

WHC is aware that there can be serious sequelae for players suffering from concussion. This is not limited to the immediate consequences of acute head injury. The long-term effects of head injury and concussion are well recognised and can be minimised with appropriate immediate and longer-term care.

In relation to concussion, WHC has adopted the guidelines set down by Hockey Ireland (HI) [www.waterfordhockeyclub.com/wp-content/uploads/Hockey-Ireland-Concussion-Guidelines-21Jan2018.pdf](http://www.waterfordhockeyclub.com/wp-content/uploads/Hockey-Ireland-Concussion-Guidelines-21Jan2018.pdf) summarised as follows;

- Concussion is a brain injury that needs to be taken seriously to protect the long-term welfare of all players.
- Any player suspected of having sustained a concussion, should be safely removed immediately from the field and should not return to play or train on the same day.
- If there is any doubt as to whether a player has suffered concussion, the guidelines will be applied. This is the responsibility of the Team Manager/Coach, or Team Captain if they are not present.
- Concussion is an evolving injury. It is important to monitor the player after the injury for progressive deterioration.
- The person suspected of sustaining a concussion will be medically assessed.
- Concussion diagnosis is a clinical judgement – Use of the SCAT 3 can only aid the doctor in their diagnosis.
- Players suspected of having a concussion must have adequate rest of at least 24 hours and then must follow a graduated return to play (GRTP) protocol.
- Players must receive medical clearance (by a doctor) before returning to play.
- Younger athletes require a more conservative approach to protect the developing brain.

### **Minimum Post Concussion Rest and Gradual Return to Play (GRTP) Periods.**

#### **Players 15 years and under.**

- Minimum rest period 2 weeks and symptom free.
- GRTP to follow rest, with each stage lasting 48 hours.
- Earliest return to play - Day 23 post injury.

#### **Players (U/16-U/19) Aged 16, 17 and 18 years of age.**

- Minimum rest period 1 week and symptom free.
- GRTP to follow rest, with each stage lasting 24 hours.
- Earliest return to play - Day 12 post injury.

#### **Adult - 19 years and over.**

- Minimum rest period 24 hours and free of symptoms.
- GRTP to follow rest, with each stage lasting 24 hours.
- Earliest return to play - Day 6 post injury.

## 9. Emergency Procedure

In the event of an emergency remain calm and follow the direction of the Coach, Manager or the person in charge.

- Call the emergency services 112 or 999 and follow their instructions.
- Remain with your group and ensure that all are accounted for.
- Identify anyone who cannot be accounted for.
- Keep yourself safe at all times and help others if they need assistance.
- Follow the instructions of the emergency services or the person in charge.
- Give any information you may have to the emergency services or the person in charge.
- These procedures can be followed if you are away at a different venue or in a building.

## 10. Hazard identification, Risk Assessment and Risk Control

The hazards and risks that are present when undertaking activities associated with membership of WHC, have been assessed and documented, together with the control measures to be put in place to minimise the associated risk.

A **Hazard** is defined as anything that has the potential to cause injury.

A **Risk** is defined as the likelihood that someone will be harmed by a hazard, together with the severity of the harm suffered. Risk also depends on the number of people who might be exposed to the hazard.

A **Control Measure** is something put in place to eliminate or reduce the hazard thus lowering the risk to an acceptable or manageable level.

These three factors combined give an overall **Risk Score** (rating) of High Risk, Medium Risk, or Low Risk. The following risks have been identified and assessed;

- Pitch.
- Pitch Access.
- Training and Matches.
- First Aid.
- Post Training and Matches.
- Toilet and Changing Room Facilities.
- Car Park.
- Equipment.
- Members.
- Emergency Points.
- Safety Information.
- Bad Weather and Extreme Heat Conditions.