

HEALTH AND SAFETY POLICY

GIRLS UNITED FOOTBALL ASSOCIATION

Health and Safety at Work (NI) Order 1978 – This is the health and safety policy statement of Girls United Football Association.

Girls United is committed to providing a safe working, coaching, teaching and learning environment for all members, staff and any related third parties.

1. General Statement

The Organisation's statement of general policy aims to promote health, safety and welfare, so far as reasonably practicable, by ensuring:

- the provision and maintenance of safe equipment that poses no risk to health;
- the provision of relevant information to members, staff and any related third parties, including instruction, training and supervision, as is necessary to ensure health, safety and welfare;
- maintenance of safe environments, including a means of access in a condition that is safe and without risk to health;
- to consult with our staff on matters affecting their health, safety and welfare;
- progressive identification and assessment of all risk, taking measures to eliminate or control it;
- to prevent accidents and cases of work-related ill health;
- compliance with statutory regulation on health, safety and welfare of members, staff and any related third parties;
- the health, safety and welfare of vulnerable members and staff is addressed through positive action;
- all required and appropriately qualified members of personnel are given training to identify and control potentially hazardous situations/environments;
- effective measures, such as fire alarms, are in place to deal with emergencies;
- to comply with its duty to ensure the health, safety and welfare of its members, staff, participants, parents/guardians and of visitors during the delivery of services held at internal and external locations; and
- to review and revise this policy as necessary at regular intervals.

This list is not exhaustive and represents general principles followed by Girls United Football Association in respect of health and safety.

2. Responsibilities

2.1. All staff and employees

Responsibility for health and safety ultimately lies with the Welfare Officer of Girls United Football Association, Amelia Lampitt. However, all employees and staff have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves, to fellow staff and/or to participants, parents/guardians and members of the Organisation. All employees and staff members have legal duties to:

- co-operate with supervisors and managers on health and safety matters;
- not to interfere with anything provided to safeguard their health and safety;

- to use work items provided by the organisation correctly, including personal protective equipment, in accordance with training or instructions;
- take reasonable care of their own health and safety;
- report all health and safety concerns;
- report at the earliest opportunity injuries, accidents or dangerous occurrences during work activities, including those involving the public and participants in activities organised by the Organisation; and
- review and sign the Health and Safety Guidance for Volunteers and Coaches (Appendix 3) for before delivery activities or services

2.2. Club Managers, Programme Leads and Head Coaches

Prior to delivering a new service or programme, the Club Manager, Programme Lead or Head Coaches will conduct a Risk Assessment (Appendix 1) and an Emergency Action Plan (Appendix 2) and record relevant findings in line with the Girls United Football Association Health and Safety Policy.

They must ensure that suitable and sufficient control measures are in place to reduce identified risks in the delivery of Girls United services. Any information they have identified in relation to risk should be shared with/distributed to other members of staff.

All staff required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance.

The Organisation as well as the aforementioned responsible staff members commit to:

- assess the risks to health and safety of its members, staff, volunteers, participants, parents, spectators, visitors at all venues and considering all types of services and activity;
- make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- record the significant findings of the risk assessment and the arrangements for health and safety measures;
- draw up a health and safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of its staff;
- appoint someone competent on-site to assist with health and safety responsibilities;
- set up emergency procedures;
- ensure First Aid kit is available on-site;
- ensure that all coaches and volunteers have read and understood the Health and Safety Guidance for Volunteers and Coaches (Appendix 3) before each session;
- make sure that the place of activity satisfies health, safety and welfare requirements;
- make sure that equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;

- prevent or adequately control exposure to elements that may damage health; and
- report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

3. Girls United Offices

The Organisation's offices are based in International House, Canterbury Crescent, SW9 7QD, London, UK – an office building operated and managed by 3Space. Please refer to 3Space policies for all health and safety procedures within the building.

Fire exits are signposted throughout the building. In the event of a fire please do not use the lifts. There are stairs located and signposted on each floor. Our fire assembly point is currently on Popes road next to the blue boards for Keltbray or in the loading bay.

Guidance on working safely at International House during COVID-19 can be found here: <https://www.3spaceinternational.co.uk/whats-on/guidance-for-working-safely-at-international-house-during-covid-19>.

This policy and its procedures are reviewed on an annual basis or as appropriate by the relevant Girls United management team and Welfare Officer.

Review Date	Full Name	Role	Signature
19 March 2021	Romina Calatayud Martinez	CEO	
	Abigail Ingram	London Manager	
	Amelia Lampitt	Welfare Officer	



APPENDIX 1

Girls United – Risk Assessment		Risk Assessment Reference Number	
Project Title		Persons Affected	
Venue		Player <input type="checkbox"/>	Public <input type="checkbox"/>
Area		Coach <input type="checkbox"/>	Spectator <input type="checkbox"/>
Activity / Sport		Children <input type="checkbox"/>	
Scoring Method	P=Probability Rating	S=Severity Rating	RR = Risk Rating
Calculate the risk rating by multiplying the probability score with the severity score (both are to be considered after the control measures have been factored in). If final risk rating is 9 or above the activity cannot take place. If 8 or below the activity should go ahead with the control measures in place. Staff that do not follow the suggested control measures will be individually liable for any accidents or incidents that take place as a result of a control measure not being in place.	1 = most unlikely 2 = unlikely 3 = likely 4 = most likely	1 = trivial 2 = slight 3 = serious 4 = major	1 to 2 = minimal 3 to 4 = low 6 to 8 = medium 9 to 16 = high
Ref	Key Procedures	Key actions	
A	Sign in procedure		
B	Toilet procedure		
C	Behaviour management procedure		
D	First aid procedure		
E	Fire procedure		
F	Emergency response plan		
G	Sign out procedure		



Ref	Process or Hazard	Specific Risk	RR	Control Measures and Actions	P & S	RR
1.1	Lack of information on participants	Overuse injuries, sessions not planned to playing ability, no emergency contact details of players.				
1.2	Medical conditions and medication of participants	Player becoming unwell during the session.				
1.3	Poor activity planning or preparation	Inappropriate and/or dangerous activities leading to lack of learning and/or accident/injury.				
1.4	Lack of appropriate first aid equipment and experience	Accident or injury – unable to sufficiently deal with an accident or injury				
1.5	Dehydration	Players becoming ill due to lack of water/hydration.				
1.6	Volunteers/trainees/work experience/ session support	Volunteers not being supported/supervised/trained appropriately.				
1.7	Insufficient staff to cover ratio	Inadequate number of coaches to deliver safe session				
1.8	Staff arriving late to session	Inadequate number of coaches to deliver safe session				
2.1	Extremes of weather	Increased risk or injury and/or illness due to weather conditions. These can include but not exclude others; hyperthermia and muscle injuries.				



2.2	Wet weather	Increased likelihood of injury and/or illness due to the weather.				
2.3	Hot weather	Increased likelihood of injury and/or illness due to the weather. Such as, sun burn, dehydration and other illness related to hot weather and exposure to the sun.				
2.4	Uneven/dangerous playing surface	Injury to players as a result of the playing surface.				
2.5	Collision /conflict with surrounding objects or people	Injury to players due to collision with people.				
3.1	Incorrect footwear	Incorrect footwear causing players to be more likely to trip or slip.				
3.2	Equipment in unsuitable condition	Players getting injured to unsuitable equipment.				
3.3	Inadequate changing facility	Players unable to get changed which could result in either injury or illness.				
3.4	Theft or loss of belongings	Players losing personal belongings.				
4.1	Defibrillator	Coaches unable to provide emergency medical support with defibrillator				
4.2	Public Access	Child abduction. Inappropriate behaviour by members of the public				



Key venue / partner contact name		Organisation		Telephone
Activity / Venue			Authorisation Date:	
Name of Assessor			Name of Manager	
Signature of Assessor			Signature of Manager	
Review Date				
GU Risk Assessment Review Sheet				
Date Reviewed	Reviewer (Print Name)	Key changes / Alterations	Reviewer (Signature and Date)	Manager (Signature and Date)

APPENDIX 2

Girls United x Emergency Action Plan		
1.	Name of Programme	
2.	Age of Participants	
3.	Address and Contact Number	
4.	Training Venue	

Girls United x Staff Contact Details		
Position	Name	Contact Number
Founder and CEO	Romina Calatayud	07745953383
London Club Manager	Abigail Ingram	07534732201
London Welfare Officer	Amelia Lampitt	07503944549

Location of Services	
Medical Room	
Defibrillator	
First Aid Kit	
Nearest Hospital	
Route to Hospital	
Access Route for an Ambulance	

Action Plan / Process to follow in each event:	
First Aid	
Ambulance Assistance	
Reporting	

APPENDIX 3

Health and Safety Guidance for Coaches and Volunteers

	Yes	No	Notes
Is the area to be used free from obstructions and litter?			
If indoors, are fire exits unlocked and free from obstructions?			
Do all the participants and spectators know where the fire exit is?			
Have participants removed all items of jewellery/watches etc?			
Are all participants wearing appropriate clothing and have they ensured their laces are tied correctly?			
Are all participants wearing shin-guards for protection?			
Have all participants been told not to chew gum during the session?			
Is the session folder with all relevant health and safety documentation readily accessible to all coaches?			
Have asked if participants have any medical conditions eg. Asthma/epilepsy?			
Do you have all participants' registration forms containing contact numbers?			
Do you have access to a telephone/mobile phone in case of emergencies?			
Do you have access to a First Aid kit?			
Are there suitably qualified First Aiders on site?			
Is the equipment to be used in an appropriate state of repair?			
Are you satisfied that the activity can be conducted in reasonable safety?			

GIRLS UNITED FOOTBALL ASSOCIATION
INCIDENT/ ACCIDENT REPORT FORM

Site where accident took place										
Name of person in charge of session/competition										
Name of injured person										
Address or contact number of injured person										
Date and time of incident/accident										
Nature of accident/incident										
Give details of how and precisely where the accident took place. Describe what activity was taking place, e.g. training programme, getting changed, etc.										
Give details of the action taken including any first aid treatment and the name(s) of the first aider(s).										
Were any of the following contacted	<table> <tr> <td>Police</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Ambulance</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Parent/Guardian</td> <td>Yes</td> <td>No</td> </tr> </table>	Police	Yes	No	Ambulance	Yes	No	Parent/Guardian	Yes	No
Police	Yes	No								
Ambulance	Yes	No								
Parent/Guardian	Yes	No								
What happened to the injured person after the accident? (e.g. went home, went to hospital, carried on with session)										

All of the above facts are a true and accurate record of the incident/accident.

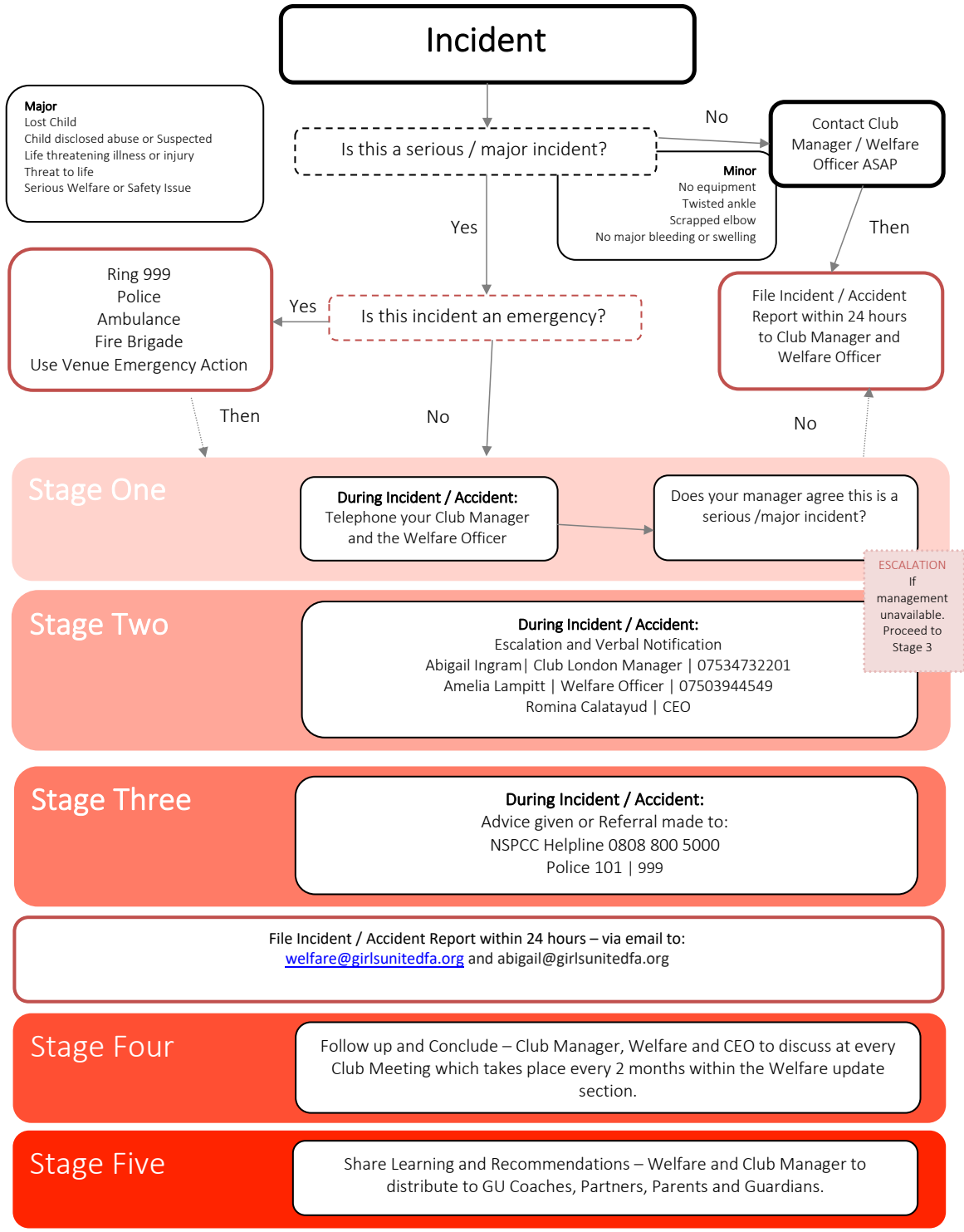
Signed

Name (Print)

Date



Incident and Accident Escalation Flow





Document Details

Title	Health And Safety Policy.pdf
File Name	Health And Safety Policy.pdf
Document ID	1ba3a6f561fb481287d21eada8cae807
Fingerprint	f22480f714c4dea33d093c51a32000fa
Status	Completed

Document History

Document Created	Document Created Fingerprint: f22480f714c4dea33d093c51a32000fa	Mar 22 2021 12:35AM UTC
Document Signed	Document Signed by Romina Calatayud (romina@girlsunitydf.org) IP: 187.150.36.100	Mar 22 2021 12:35AM UTC
Document Sent	Document Sent to Abigail Ingram (abigail@girlsunitydf.org)	Mar 22 2021 12:35AM UTC
Document Sent	Document Sent to Amelia Lampitt (welfare@girlsunitydf.org)	Mar 22 2021 12:35AM UTC
Document Viewed	Document Viewed by Abigail Ingram (abigail@girlsunitydf.org) IP: 77.99.168.5	Mar 22 2021 09:27AM UTC
Document Viewed	Document Viewed by Abigail Ingram (abigail@girlsunitydf.org) IP: 77.99.168.5	Mar 22 2021 09:37AM UTC
Document Signed	Document Signed by Abigail Ingram (abigail@girlsunitydf.org) IP: 77.99.168.5	Mar 22 2021 09:38AM UTC
Document Viewed	Document Viewed by Amelia Lampitt (welfare@girlsunitydf.org) IP: 188.31.114.218	Mar 22 2021 01:00PM UTC
Document Signed	Document Signed by Amelia Lampitt (welfare@girlsunitydf.org) IP: 188.31.114.218	Mar 22 2021 01:01PM UTC
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