



Community Capacity
Builders CIC

HEALTH & SAFETY POLICY

LAST REVIEWED: FEBRUARY 2024

Community Capacity Builders CIC puts the health and safety of its members as its highest priority. Community Capacity Builders CIC's objective is that no one will be seriously hurt through participation in our sporting activities. As health and safety is such a key priority, this document is written in a manner that can be clearly and easily understood by all its directors, coaches, volunteers and participants alike to ensure full compliance by everyone concerned.

Football is a contact sport so there is always a risk of some minor injury. Community Capacity Builders CIC Health and Safety Policy and Procedures are based upon eliminating any serious injuries, as far as reasonably practical, together with an on-going commitment to continually work to reduce risks.

The Community Capacity Builders CIC Health and Safety Policy and Procedures comply with the requirements of the Health and Safety at Work Act 1974 as issued by the UK Health and Safety Executive (HSE) and whilst not seeking external accreditation or certification, it also complies with the intent and many of the requirements of a Health and Safety Management System under International Standard ISO45001:2018.

The Community Capacity Builders CIC Health and Safety Management System details the processes necessary in order to meet its objectives. This management system should bring many benefits including:

- Assure compliance with legislation
- Continual improvement
- Improved risk management
- Increased user satisfaction
- More efficient use of resources

The HSE promotes a model of managing health and safety based on 'Plan-Do-Check-Act'. Community Capacity Builders CIC has adopted this approach within its H&S Management System.

The Plan, Do, Check, Act model achieves a better balance between the systems and behavioural aspects of Community Capacity Builders CIC management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

The HSE high-level summary of the actions involved in delivering effective arrangements and how they are frequently described is given below, under the headings of Plan, Do, Check, Act. Community Capacity Builders CIC responded to these actions through a variety of H&S management processes as detailed below: -

PLAN, DO, CHECK, ACT	HSE CONVENTIONAL H&S MANAGEMENT APPROACH	Community Capacity Builders CIC H&S MANAGEMENT PROCESS
Plan	Determine your policy/ plan for implementation	<ul style="list-style-type: none"> • Policy statement • Safety rules • Improvement plan
Do	Profile the risks/organise for health and safety / implement your plans	<ul style="list-style-type: none"> • Management/organisation Venue risk assessment • Risk categorisation • Activity specific risk Assessments • First aid requirements • Health guidance • Volunteer/Coach training

Check	Measure performance (monitor before events, investigate after events)	<ul style="list-style-type: none"> • Accident report • Accident investigation
Act	Review performance/act on lessons learned	Review and audit Lessons learned.

HEALTH AND SAFETY POLICY STATEMENT

Community Capacity Builders CIC acknowledges that football activities may present risks as a contact sport. The Community Capacity Builders CIC Health & Safety Policy and Procedures are in accordance with the Health and Safety at Work Act 1974 requiring Community Capacity Builders CIC to do whatever is 'reasonably practicable' to understand the risks of football, to control these risks and ensure the controls are communicated and implemented.

Community Capacity Builders CIC has therefore implemented the following actions so as to reduce any potential risks and impacts to members as follows: -

- Implement a Health and Safety Management System which complies with UK legislation and other requirements.
- Ensure, as far as reasonably practicable, that all Community Capacity Builders CIC participants are not exposed to unnecessary risks/hazards whilst practicing football.
- Make the necessary resources available for the implementation of this Policy.
- Ensure that all coaches are registered, insured and qualified.
- Provide information and training to coaches to guide them in the implementation of their statutory duties.
- Ensure that proper records of any accidents/incidents are recorded and reported to the HSE and Community Capacity Builders CIC Insurers (where required).
- Actively promote physical and mental health and safety awareness for all members
- Provide services to Coaches for the investigation of any accidents or dangerous incidents.
- Ensure that this Health and Safety Policy is reviewed annually or following any significant changes.
- Ensure all participants are made aware of this Policy.
- Community Capacity Builders CIC confirms its commitment to continual improvement.

FIRST AID & ACCIDENTS:

First Aid

1. At least one qualified and certified first aid officer shall be in attendance at any one time during operation of any football activities.
2. A comprehensive first aid kit shall be maintained on site at all times.

Accidents

1. Accident Recording in an Accident Report Book (present in the on-site First Aid Kit)
2. An accident report form shall be completed for all degrees of accident occurring on the facility premises.
- 3 All relevant details of the accident shall be taken, this to include: Location and individual/s involved, photographs of scene and details of equipment in use at time of accident.

Action Required

1. Emergency first aid to be administered were appropriate and in this respect

emergency services called.

2. Next of kin contacted and informed of accident
3. Immediate inspection and photographs to be taken of any equipment or damage to facilities.
4. Should the Project Equipment be defective then same shall be removed from use.
5. Level of reporting shall be dependent on the severity/cause of the accident.

RISK ASSESSMENT FORM

Football Activity Camps

ASSESSMENT DETAILS:		
Area/task/activity: Premises risk assessment		
Location of premises: Various		
Address:		Name of assessor: STEPHEN REID
		Date of assessment:
Contact details:	Site Contact name & number: Steve Reid – Programme organiser @ Community Capacity Builders ccbstevereid@gmail.com 07966 631319	Start and end time of activity:
		No. of people training:
		Name of club: Community Capacity Builders CIC

HAZARD IDENTIFICATION AND CONTROL MEASURES			
Related hazard	Risk	Level (1-4)	Existing controls / risk
Parking facilities – level/lighting/designated spaces	Y	2	<ul style="list-style-type: none"> Have a coach outside supervising arrivals of cars and signaling where they should park.
Facilities – disabled access Toilet and changing facilities	Y	2	<ul style="list-style-type: none"> Do not allow large groups to attend the toilets in one go and be at the door of the toilets/changing rooms to supervise.
Adverse weather – indoor facilities available	Y	1	<ul style="list-style-type: none"> Venue will be indoor sports halls so low risk unless there is a leak in the roof.
Storage of equipment – tables/chairs/equipment	N	-	<ul style="list-style-type: none"> Equipment minimal e.g., footballs and cones.
Ventilation, temperature and lighting – hallways	Y	2	<ul style="list-style-type: none"> Dependant on weather or time of the year.
Hazardous substances	N	1	<ul style="list-style-type: none"> None that we are aware
Kitchen facilities – hot water/cooker/food preparation	N	1	<ul style="list-style-type: none"> Food will be prepared off site and eaten in the classroom. No drinks at all allowed in sports hall.
First aid provision – easily accessible/accident log book/candidate emergency contacts	Y	2	<ul style="list-style-type: none"> Coaches – at least one will be first aid trained. Registration forms will have emergency contacts and an accident log-book will be present.
Using ICT equipment – OHP/projector/laptop/flipchart	N	2	<ul style="list-style-type: none"> Set up and used only by a coach.

Classroom facilities – fire alarms/fire exit/fire drill in place	Y	2	<ul style="list-style-type: none"> Children to sit properly in chairs and no swinging on them to prevent fall injuries.
Outdoor area – paved/grass/3G	N	2	<ul style="list-style-type: none"> Participants to wear correct footwear Slide tackles prohibited if on concrete or 3G.
Goalposts – secured to ground/stored away	Y	2	<ul style="list-style-type: none"> Coaches will be alert to any children messing with goals and any necessary movement of goals to be done safely by coaches.
Use of drinks/bottles	Y	2	<ul style="list-style-type: none"> Children to be briefed each day about dangers of spillages of drinks meaning no drinks allowed in sports hall. Also, spillages elsewhere e.g. corridor, must be reported to a coach immediately. Towels on standby for mopping spillages
Packed lunches being eaten in classroom	Y	2	<ul style="list-style-type: none"> Bin bags provided, paper towels and wipes for spillages. Everyone must be stationary when eating – will be a designated and supervised lunch break for eating in the one area i.e. the classroom Food allergies will be declared on player registration documents so coaches will be fully aware.
Venue/club has adequate insurance	N	-	<ul style="list-style-type: none"> Venue will have public liability insurance and insurance will also be in place from Community Capacity Builders CIC.
Indoor facilities – risk of fire	Y	2	<ul style="list-style-type: none"> Coaches to familiarise themselves with location of fire alarms, extinguishers and fire assembly point. Briefing to be given to children at beginning of each session about what to do and where to go in the event of a fire/alarm sounding.
Collisions/heavy tackles causing injuries	Y	3	<ul style="list-style-type: none"> As some of the games will be competitive, there is a medium risk of some collisions/impact injuries. Children will be briefed by coaches daily and reminded frequently about playing the game fairly and safely. Anyone repeatedly acting dangerously will be asked to leave the programme after one warning is issued (depending on the nature of the first offence).
Safe dismissal of children from activity	Y	2	<ul style="list-style-type: none"> Children to indicate who their parent/guardian is and be safely dismissed in an orderly fashion. If older children are going home themselves, this needs to be indicated

			on the player registration forms and recorded on the daily register.
COVID – risk of infection being passed between children and adults.	Y	3	<ul style="list-style-type: none"> • Parents will be asked to not send their child to the programme if they have COVID-19 or are waiting on a test result. • Coaches to take lateral flow test the day before the programme starts. • Children to hand sanitise on entry and will be encouraged to wash their hands before eating.

* Risk – Yes or No (Y/N)

Level of risk – 1 to 4:

1= no risk

2= low/some risk

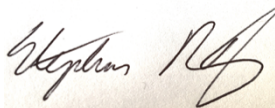
3= medium risk

4= high risk

Signed:

This HEALTH & SAFETY Policy came into force on 19th January 2020 and we are committed to reviewing our policy and good practice annually.

This policy statement and accompanying procedures were last reviewed on 23rd February 2024

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Stephen Reid'.

Next Review is 24th February 2025.

Signed: Stephen Reid

(Director & Lead Safeguarding Officer).

Date: 23rd February 2024