



Health and Safety Policy

Setting - sport and activity programmes and events involving young people, adult players and employed/voluntary leaders.

UK Wallball Association Ltd.

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Policy Statement

This is the Health and Safety Policy Statement of UK Wallball Association Ltd. Our general policy is, so far as is reasonably practical, that all steps will be taken to ensure the health, safety and welfare of all children, parents, employees, members of the public and contractors associated with our programmes and facilities. The policy covers the key areas of Organisational Structure and Responsibilities, Planning, Implementation and Monitoring. The policy covers operation of sports and activities in a sports environment and not the office-based work which is covered separately. Child welfare is also covered in a separate document.

We take responsibility for the following:

- to provide adequate control of the health and safety risks arising from our activities;
- to provide and maintain safe facilities and equipment;
- to ensure that all information, instruction, training and supervision necessary to ensure health and safety will be provided at our events;
- to consult with employees and parents to promote and develop measures to ensure high standards of health and safety;
- to provide information, instruction and supervision for employees to ensure policies are understood and adhered to;
- to ensure all employees are competent to carry out their role, and to give them adequate training;
- to minimise the risk of accidents or ill health;
- to be aware of current child welfare requirements and adhere to statutory requirements and guidelines;
- to review and revise this policy as necessary at regular intervals in line with current health and safety legislation.

Health and Safety Regulation

The basis of British health and safety law is the Health and Safety at Work etc. Act 1974. Besides the Health and Safety at Work Act itself, the following are most applicable to our sports and activity environment and changes in legislation will be monitored:

- Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery, is safe.
- Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.
- Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).
- Health and Safety (First Aid) Regulations 1981: cover requirements for first aid.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH): require employers to assess the risks from hazardous substances and take appropriate precautions. In addition, specific regulations cover particular areas, for example asbestos and lead, and:
- The Health and Safety Information for Employees Regulations 1989: require employers to display a poster telling employees what they need to know about health and safety.
- Employers' Liability (Compulsory Insurance) Act 1969: require employers to take out insurance against accidents and ill health to their employees.



- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
- Electricity at Work Regulations 1989: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- Gas Safety (Installation and Use) Regulations 1994: cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.

Management Structure and Responsibilities

This structure shows the lines of authority for Health and Safety management:

Board of Directors
Regional Manager
Event Director (if applicable)
School Teacher/Head of Department (if applicable)
Sports Coach
Assistant Sports Coach
First Aider

Responsibilities

The Board ultimately has full responsibility for Health & Safety implementation at official UK Wallball events but on a day to day basis unless otherwise indicated the delegated person for implementation of the policy will be the teacher or coach at the venue.

- The Board of Directors is responsible for strategic health and safety planning and the periodic review of the health and safety policy
- The Board of Directors is delegated responsibility for ensuring full implementation of the Health and Safety Policy creating a clear structure and taking specific action regarding contravention of policy.
- For official UK Wallball events the Event Director has responsibility for:
 - Appointing competent persons with designated responsibilities with regard to Health and Safety;
 - Ensuring incidents and near misses are reported and fully investigated where appropriate;
 - Ensuring that site employees carry out their responsibilities and adhere to policy through adequate recruitment, training and monitoring processes;
 - Where facilities are hired working with site representatives to ensure responsibilities for facility safety are understood and documentation is shared;
 - Consulting with employees and parents to ensure constant improvements are being made.
- Coaches & Teachers are responsible for the safety of their group at all times, carrying out brief risk assessments for each activity and ensuring they are kept up to date.

Health and Safety Policies

Supervision

- Outside of the school setting, where policy defers to the school's policies itself, the maximum group sizes are a ratio of 1 coach to 16 children, further reduced to a maximum of 1 coach to 12 children aged under 8.
- Larger group sizes will warrant more staff.
- Children will be made aware of 'out of bounds' areas.
- Coaches will keep their group together at all times including when moving between locations.

- There will be an supervising adult at the back and front of the group when moving under 8s between locations.
- The senior staff member on site, and if necessary the Police, will be made aware of any suspicious characters loitering in the vicinity of any of the activities.
- Coaches will be aware of all special needs including medical needs for their group.

Road Crossing

Instructions given to the children must be clear and precise. Always cross at a recognised crossing point where possible e.g. pelican/zebra crossing or ideally avoid roads using footbridges and other paths. Do not cross near bends but only where the road can be seen clearly. Wait until the whole group is together. With large groups, break into smaller sections with a specified person in charge of each section. A designated leader will take responsibility for the whole group. Cross as a tight group in pairs in the shortest distance possible, not a diagonal. Designated leader will go into the road first and stand in the centre of the road looking both ways until the last child is over and then take up the rear.

Risk Assessments

Risk assessments will provide a risk rating for each hazard along with existing measures and further measures required. Risk Assessment will be seen as an ongoing daily and sessional process throughout a season and not just a process that is carried out at the beginning. Using standard forms provided risk assessments will be produced for the following :

- Facilities – all sites and facilities used within each site where sports and activities take place. This will initially be carried out by the Event Director and the coach must be aware of all action required to minimise risk.
- All sports and activities – each activity must have had a risk assessment carried out and recorded – see example of Activity Risk Assessment. Many of these will be generic but any new activities not recorded will have a separate assessment.
- All equipment used - equipment provided must be safe and suitable for children appropriate to age. Regular safety checks must be carried out before each activity and at the end or beginning of each season.

Coaches will carry out pre-activity assessments which are recorded each day. These will consist of a check of the area to be used for hazards, a briefing to the children about all of the possible risks within the session and a brief assessment of the activity risks.

Fire Safety Policy

Key staff will be briefed by venue owners prior to any event and will communicate information about location of fire exits, fire alarms and assembly points to all other staff, volunteers, players and spectators before an event commences.

First Aid and Accidents

General Policy

There will be at least one qualified first aider on duty at all times with a minimum ratio of 1 first aider to 50 children. Only the qualified first aider will treat major injuries.

- An assessment will take place regarding the time taken to treat someone if activities take place over a wide area. In which case it may be necessary to provide extra first aiders and first aid kits.
- Employees will deal with any accidents promptly and effectively.
- First aiders will wear the gloves provided to protect the wound and also themselves from the risk of infection.
- In deciding how to treat injuries, consideration will be given to:

- the urgency of the situation
- the nature of the injury
- the condition of the casualty.
- All accidents and details of any treatment will be recorded on the official incident report forms and these must be signed by the Site Manager.
- A parent's signature will be obtained in order to confirm that they have been informed of injuries sustained to their child.
- All accidents and near misses will be reported to the appropriate authorities. The laws governed by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) will be adhered to. The following will be reported online:
 - Near misses of a serious nature
 - Incidents involving a child or a member of the public attending hospital
 - An incident causing a member of staff to be incapacitated for more than 7 days

Reviewing Incidents, Accidents, Complaints and near misses

- Individual incidents etc. will be reviewed and any action recorded.
- Incidents will be reviewed at each site throughout a season and any patterns or trends acted upon immediately with action being recorded.
- All serious incidents, accidents, complaints and near misses will be investigated appropriately and reviewed regularly.
- All incident report forms will be reviewed and an analysis carried out at the end of each season. Any patterns of accidents will be used to shape policy and training changes.

Accompanying Children to Hospital

- Under no circumstances will a child be taken to hospital in a personal vehicle. A taxi could be used but ideally a paramedic will be called where appropriate so that they can make an assessment. An ambulance would be called by the paramedic if deemed necessary.
- Every effort must be made to accompany a child to hospital in an ambulance, in the event of an accident. Where possible it should be the job of a Group Leader, not the Site Manager, but ensure that staff to child ratios are maintained.
- The parent/carer will be called and asked to meet their child at the hospital.

Activity Safety

Example of a coach's responsibilities...

As a Coach delivering sports activities you must:

- Understand your duty of care to provide a safe environment and safe activities for the children in your group
- Be suitably experienced and competent to coach or lead the activity
- Use regular and approved practice
- Be aware of any child at risk
- Ensure acceptable behaviour at all times
- Clarify the role of and monitor the work of other staff, contracted workers and volunteers.

Good Preparation requires:

- Awareness of all important safety policies and guidelines
- A short risk assessment before each session
- Awareness of up-to-date activity and venue risk assessments.

When coaching children engaged in sporting activity ensure:

- Children are given opportunities to think about safe practice in relation to themselves and peers
- Each child is sufficiently skilled and confident in the tasks set
- Young assistants are always supervised.

Good Communication should involve:

- Safety rules and regulations clearly explained to both children and other staff
- Always knowing who is in your group
- Communication with the manager and sometimes parents about issues.

Operating Procedures

Each activity will have undergone a risk assessment and action taken to minimise risk to children and employees taking part. In most cases these assessments will result in operating procedures being created in which will outline the following:

- Safety procedures and guidelines specific to the activity appropriate to the age of the child taking part
- Pre-activity checks
- Information to be passed on to participants
- Minimum supervision ratios
- Minimum or recommended qualifications required to coach the activity

Sports Equipment Safety

This will be:

- In good condition and regularly monitored for wear and tear
- Used appropriately according to age and ability
- Stored safely and tidily.

Facility Safety

Facilities will be checked by the coach using the following procedure:

- There is a hazard free playing surface – e.g. check for glass, debris, needles, tripping hazards, animal faeces, etc.
- Sufficient space is allocated to the activities and the number of children.
- It is a well maintained environment. Always report any problems to either the Event Director or the venue facilities manager and ensure action is taken.
- It is a hygienic environment. Place refuse in bins and ensure these are emptied daily.
- Water of an appropriate temperature is provided for washing. Hot water should not be over 43 degrees centigrade where young children are present.

Manual Handling Procedure

There are a number of possible situations in a sports environment where people may be vulnerable to damage to the back or other muscles if using poor lifting technique. e.g. lifting bags of equipment or boxes or lifting children for whatever reason.

If employees feel a load is too heavy they will get help to lift it. Generally it is not good practice to lift children except in emergency situations.

The maximum weight for a man to lift is 25kg and 15kg for a woman. If a woman is pregnant extra care must be taken when lifting and help should be sought when lifting any heavy object. Potential hazards that have been identified are:

- Lifting or carrying children
- Lifting or carrying chairs or tables
- Carrying equipment particularly in heavy boxes or bags

When lifting any object the following guidelines will be adopted:

- Plan the lift – where is it to go to? Do you need help with the load?
- Position the feet – feet apart, giving a balanced and stable base for lifting.



- Adopt a good position – If lifting from a low level then bend the knees. Keep the back straight and keep shoulders and hips facing in the same direction.
- Get a good grip – A hook grip is the best, less tiring than keeping the fingers straight.
- Keep close to the load – keep the load close to the trunk. The heaviest side of the load should be closest to the trunk.
- Do not jerk – lift smoothly.
- Move the feet – do not twist the trunk.
- Put down, and then adjust – if the position of the load needs to be precise then put it down and slide into place.

(Updated October 2020)