



## Cheshire County Football Association Health and Safety Policy Version 5 – November 2021

Cheshire Football Association is committed to providing a safe working, coaching, teaching and learning environment for all personnel, learners and any related third parties.

It is ultimately the responsibility of the Head of the Centre, (Steve Smithies) to ensure that this procedure is implemented, published and accessible to all personnel, learners and any relevant third parties. However, the Qualification Coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

All learners and personnel 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 and to fellow learners and/or personnel.

Cheshire County Football Association aims to promote health and safety, so far as reasonably practicable, by ensuring:

- providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health
- preventing accidents and cases of work-related ill health and safety hazards arising from work activities via effective risk identification, assessment and implementation of control measures
- implementing regular emergency and evacuation procedures in case of a significant incident
- protecting the health and safety and welfare of individuals and vulnerable learners via systematic risk management
- engaging with learners, personnel and any related third parties, to provide providing relevant information, instruction, training and supervision, as is necessary to ensure health and safety
- providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments
- complying with statutory regulation on health and safety and welfare of learners, personnel and any related third parties

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

### First Aid

The nominated/appointed individuals(s) are:

First-aiders

James Self (Education & Training Manager)

Cheshire County Football Association LTD, Hartford House, Hartford Moss Recreation Centre, Winnington, Northwich CW8 4BG-01606 871166

All Tutors/Assessors delivering the course.



All confirmed nominees and tutor/assessor of the course are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above or tutor/assessor of the course must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s)/forms which accompany the first-aid box(es).

Whenever learners are present, to attend for a component of a course/programme, their tutor/assessor is responsible for making them aware of whom their nominated First-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

The first aid box(es) are located:
First Aid Room, Cheshire County FA HQ building
All tutors/assessors (Nominated first-aiders) are also all provided with appropriate first-aid equipment and will be on them all time.

### **Accident Reporting**

During a course the Tutor, Assessor, individual(s) in charge of the event (possible via delegation) involved in the accident/incident is responsible for ensuring that an investigation takes place and an accident/incident/near miss report is completed.

In the case of an injury, following appropriate care for the injured individual, the Tutor/ Assessor/individual(s) in charge of the event must inform the nominated person James Self at Cheshire County Football Association.

The Accident Report Form should be forwarded immediately via the quickest route to enable details to be recorded and any actions noted.

Please note that delivery/assessment sites might also have their own recording procedures which will also need to be followed.



## **Cheshire County Football Association Risk Assessment Procedures**

Cheshire County Football Association, with the delivery/assessment sites used, will ensure that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all courses/programmes.

All tutors/assessors 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.

Prior to conducting a course/programme, (where they would not normally complete a course/programme), the tutor/assessor will conduct a risk assessment and record relevant findings in line with the Cheshire County Football Association health and safety policy to ensure the health and safety of all present. A risk assessment form has been created for these purposes. Tutors/assessors must ensure that suitable and sufficient control measures are in place to reduce identified risks when they are delivering any component of a course/programme.

All recorded risk assessments are made available to all relevant staff who must ensure that all control and/or recovery measures plans are complied with and related actions recorded.

Where identify additional risks which were not previously identifies, or where a current risk assessment is not in place risk assessment must be conducted. Any information a tutor/assessor has identified in relation to risk should be shared with/distributed to other members of personnel.