

Horndon on the Hill Cricket Club HEALTH & SAFETY

**HHCC**



**HEALTH &  
SAFETY GUIDE**

- **Recreation Ground, Orsett Road, Horndon on the Hill, SS17 8NR**
- **Tel: 01375 640404**

## **HEALTH AND SAFETY POLICY**

Horndon on the Hill Cricket Club is committed to providing a safe environment for all players, volunteers (all levels) and coaches. It will promote standards of health, safety and welfare and will ensure compliance with all relevant statutory provisions. The Club will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through regular audits and reviews.

Appropriate instruction and training will be provided together with adequate resources to ensure that the successful management of health and safety is carried out within the Club and that this policy is collectively implemented. This policy together with arrangements and procedures, will be reviewed regularly and revised and updated as necessary.

### **Health & safety policy:**

- To support our Health & Safety policy statement we are committed to the following duties:
- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club
- Create a safe environment by putting health & safety measures in place as identified by the assessment
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependent on age, maturity and development
- Ensure that all members are aware of, understand and follow the club's health & safety policy
- Appoint a competent club member to assist with health and safety responsibilities
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during any club activity or whilst on the club premises
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

### **As a club member you have a duty to:**

Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do

Co-operate with the club on health & safety issues

Correctly use all equipment provided by the club

Not interfere with or misuse anything provided for your health, safety or welfare.

CLUB HEALTH & SAFETY OFFICER: XXXXXXXXXXXXXXXX

FIRST AID: XXXXXXXXXXXX

Location of first aid facilities: Clubhouse kitchen (Green box)

Location of telephone: Clubhouse kitchen

QUALIFIED FIRST AIDERS: XXXXXXXXXXXXXXXX

## **NORMAL OPERATING PROCEDURES**

### **1. Junior Misbehavior**

Should unacceptable behavior continue a final warning should be given by the head coach or manager. If rules are continually disobeyed the child should be asked to leave the session. The child's parent/guardian should be contacted and asked to pick them up, if they are not available then the child should be asked to sit by the side of the session put on warm clothing and have a drink!!!

### **2. Risk assessment**

Regular risk assessments must be carried out for all on and off site activities.  
Identify potential hazards which could reasonably be expected to result in significant harm  
Identify who might be harmed  
Consider existing controls - is the risk of significant harm low / unlikely, medium / possible or high / probable  
Where the risk is identified as medium or high, identify the action required  
If the risk is low, further precautions are optional and the activity may proceed  
Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds  
If the risk is high, the risk should be significantly reduced before commencement of the activity.

### **3. Injury and incident reporting**

To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995, it is a legal requirement to immediately report all accidents and dangerous occurrence incidents. This report must be made to the committee who shall make a detailed record in the accident book of the accident/ dangerous occurrence and decide if the HSE should be informed. All incidents which require police involvement (i.e. theft, assault) must be recorded in writing by completing an accident/ incident report form. There is a statutory requirement to keep accident records for a period of 3 years. The injury and incident report log can be found in the kitchen.

### **4. Erecting and Dismantling Equipment**

All equipment must be erected and dismantled with due regard for the health and safety of self or other members. In all cases equipment shall be set up in accordance with best practice as defined by the sports governing body, manufacturers, suppliers and any training. Under no circumstances should high risk equipment be left unattended once erected. Members or staff should only be asked to erect equipment in which they have previous experience, knowledge or training. All identified defective equipment should be removed to a safe and secure place of storage and marked 'out of order'. Defective equipment must be brought to the attention of the committee who shall make arrangement for repair and replacement.

### **5. Facility Opening Procedure**

Open main doors and immediately turn off the security alarm  
Carry out a quick tour of the building ensuring that all corridors and fire doors are clear of obstructions

### **7. End of day procedures**

Check all windows are closed and lights are turned off  
Check all internal doors are closed  
Set alarm systems and lock front doors

# EMERGENCY OPERATING PROCEDURES

**Date Issued: February 2015**

**THE EMERGENCY OPERATING PROCEDURES (EOP), OFTEN REFERRED TO AS THE EMERGENCY ACTION PLAN (EAP)** should be devised to assist club members in the event of any emergency situation arising. It is vital that all club members are aware of and understand these procedures. It is recommended that they are displayed in a prominent place i.e. club notice board if nearby to the training/ match facilities.

The procedures may vary in content depending on the size of the club or if the club owns the facility, club house, changing rooms etc. It is the responsibility of the club to ensure that its members are aware of all emergency procedures. However, if the club uses hired facilities then the facility manager should provide the emergency operating procedures.

Out of hours emergency contact numbers:

**Jeff West Snr 07985 748126**  
**Jeff West Jnr 07846 129889**  
**Robert Hutcherson (Colts) 07795 316835**

## **1. First Aid**

A first aid kit is located in the kitchen (Green box)

The nearest telephones are located in the kitchen

Should a member of the club require first aid treatment a first aider should be summoned by the quickest available means.

Most emergencies can be resolved by an on the spot response, however in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, formal procedures must be in place i.e.:

**Minor Injury** e.g. small cut, graze, bumps, bruises

Take appropriate First Aid action

Make provision for the injured person to rest or continue as appropriate

Record any incident or injury and complete the accident book/ forms.

### **Major Injury**

Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.

Telephone the next of kin, junior records kept in TV unit.

Record any incident or injury and complete the accident book/ form.

## Local Medical Facilities

GP SURGERY  
 HIGH ROAD  
 HORNDON ON THE HILL  
 STANFORD LE HOPE  
 ESSEX  
 SS17 8LB  
 TELEPHONE: **01375 642362**  
 FAX: **01375 641747**

Monday	08:30 - 12:00	14:00 - 18:30	
Tuesday	08:30 - 12:00	14:00 - 18:30	18:30 - 20:00
Wednesday	08:30 - 12:00	14:00 - 18:30	
Thursday	08:30 - 12:00	CLOSED	
Friday	08:30 - 12:00	14:00 - 18:30	
Saturday	CLOSED	CLOSED	
Sunday	CLOSED	CLOSED	

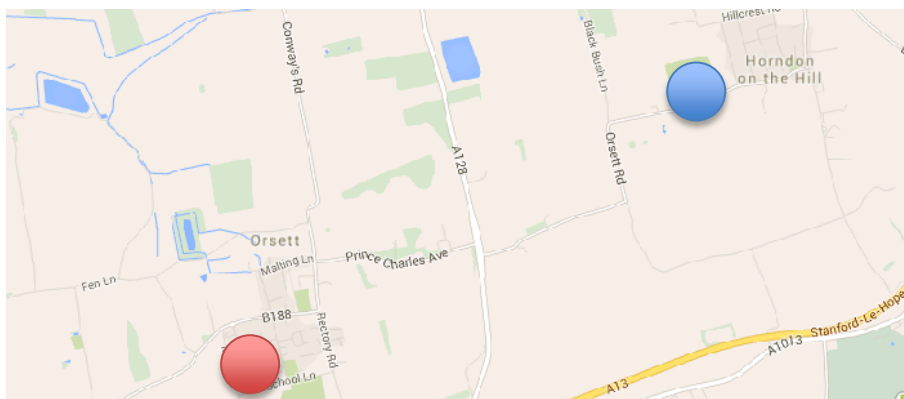
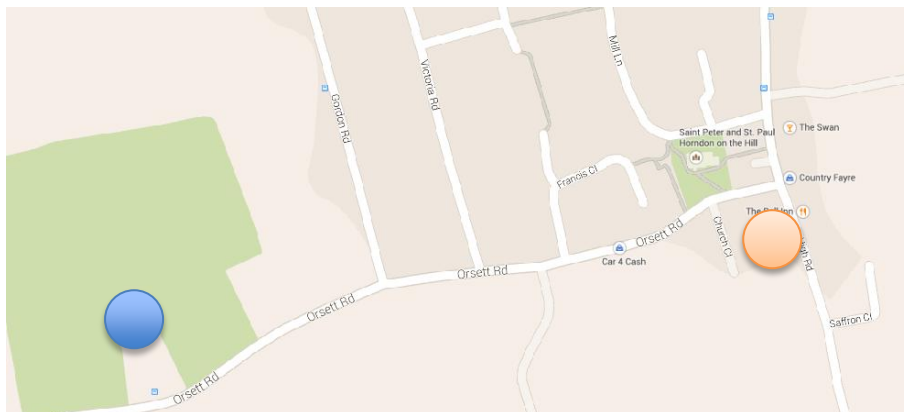
Horndon Cricket Club



Horndon GP Surgery 0.4 miles



Orsett Hospital (Minor injuries unit) 2 miles



## 2. Contacting the emergency services

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the 'control room' for these services may not be local, do not expect the operator to know where your club is located.

- **Recreation Ground, Orsett Road, Horndon on the Hill, SS17 8NR**
- **Tel: 01375 640404**

Procedure:

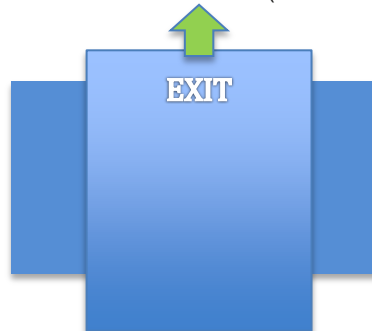
- Keep calm, speak clearly
- Give your name - state the service(s) that you require
- Give full name, address and telephone number of the club/ facility/ school
- Location, details and time of the accident/ incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible.

## 3. Fire

On discovering a fire the nearest fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the club committee to ensure that all members and staff understand the basic fire precaution arrangements and procedures:

- The location of the fire exit is at the front of the club (Shown below)



- The main assembly point is in the car park
- Fire extinguishers are located by the front door and in the kitchen

In the event of a fire:

- Do not panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- No heroics – People before property
- Close doors behind you
- Take all registers and once at the assembly point account for all participants and coaches
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and complete the accident book/ form.

#### **4. Theft or facility break in**

Complete an incident report form to record the name, address and telephone number of the person whom the theft has occurred against. The person should be asked if they wish the theft to be reported to the police.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed that this is the course of action being taken.

If the person is still on the premises then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive. An incident report form should be completed.

#### **5. Assault**

Should an actual or alleged assault incident take place the senior club official available should be informed or summoned if on the site.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).

Where injury has been sustained, first aid should be provided and if necessary the ambulance and police service should be called. An incident report form should be completed.

#### **6. Drug/alcohol abuse**

All persons found to be under the influence of drugs and/ or alcohol shall be escorted off the club site by the most senior club official available. It is important that club members or staff do not unduly place themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police service should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

In such cases discarded items such as drug packaging should be brought to the attention of the ambulance service; this information may be vital to the emergency services to enable them to provide the appropriate care and treatment.

#### **7. Lost person**

In the event of losing a person i.e. in a leisure facility, an announcement should be made requesting them to come to the meeting point. In the case of children, do not mention that they are lost.

### **Safety Briefing for Junior Members**

It is important to brief junior members on their responsibilities for protecting themselves and others against injury or harm. They should be encouraged to enjoy the sessions and enjoy new experiences without being subject to high risks. Ensure that all participants:

Wear the correct football clothing e.g. Boots and not trainers

Wear the correct protective clothing e.g. shin pads

All clothing and protective clothing fits correctly and laces are done up properly

Remove all jewellery, chewing gum etc.

Are familiar with the environment in which they are playing, point out any potential obstructions or hazards

Report any damage to equipment to the person in charge

Warm up so that they are ready for exercise

Always listen to instructions

Bring a drink with them to every session

In the sun – wear a hat, long sleeved T-shirt, high protective sun cream

### **GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT**

Step-By-Step Advice for Club Members

#### **Horndon on the Hill Cricket Club**

1. Stay calm but act swiftly and observe the situation.
2. Is there danger of further injuries?
3. Listen to what the injured person is saying.
4. Alert the first aider who should take appropriate action for minor injuries.
5. In the event of an injury requiring specialist treatment, call the emergency services.
6. Deal with the rest of the group and ensure that they are adequately supervised.
7. Do not move someone with major injuries.
8. Wait for the emergency medics.
9. Contact the injured person's parent/carer.
10. Complete an incident/accident report form.



INJURY/INCIDENT REPORT FORM

TO BE FILLED IN BY THE COACH/ INDIVIDUAL IN CHARGE AT THE TIME OF THE INCIDENT, LOG THIS INFORMATION IN THE INCIDENT LOG (KEPT IN HHCC KITCHEN)

Coach/ Individual's name: \_\_\_\_\_

Postcode: \_...\_\_\_\_\_.....

About the injured person:

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

Tel no:\_\_\_\_\_

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

Postcode: \_...\_\_\_\_\_..... Male/ Female: \_\_\_\_\_

Age:\_\_\_\_\_.....

Activity taking place at time of incident:\_\_\_\_\_.....

Date & Time of incident:....\_\_\_\_\_

Description of incident:

.....  
.....

Action Taken:

Action taken by Coach/ Leader/ Club Rep:

.....

Were the emergency services called (if yes, provide details):

\_\_\_\_\_

Action taken by Doctor or Nurse (if appropriate):

.....

Diagnosis:\_\_\_\_\_.....

Signature of Coach/ Leader/ Club Rep:.. \_\_\_\_\_..

Signature of casualty (if possible): .....\_\_\_\_\_..

Signature of witness (1) \_\_\_\_\_..

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

## FIRST AID

### General information about First Aid equipment

It is essential that first aid equipment is checked frequently, therefore ensuring sufficient quantities and all items are usable. Always replenish contents of the first aid boxes and kit as soon as possible after use. Items should not be used after the expiry date shown on packets.

### On-site first aid equipment

First aid boxes should be made of suitable material and designed to protect the contents from damp and dust. First aid box should be clearly identifiable. The first aid box should contain only those items which a first aider has been trained to use.

In most cases the first aid box should contain the following:

- One guidance card & contents card
  - Individually wrapped sterile & waterproof adhesive dressings (assorted sizes), appropriate to the club environment
  - Sterile eye pads, with attachment
  - Six individually wrapped triangular bandages
  - Safety pins
  - Medium & large sized, individually wrapped, sterile un-medicated wound dressings
  - Antiseptic tissues, sterile water or saline in sealed disposable containers
- 
- Disposable aprons and plastic gloves should be provided near the first aid materials
  - Blunt ended scissors should be kept where there is a possibility that clothing or material needs to be cut.
  - Plastic disposable bags for soiled or used first-aid dressings should be provided.
  - Travelling or outdoor first aid
  - The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:
    - Card giving general first-aid guidance
    - Individually wrapped sterile adhesive dressings
    - One large sterile un-medicated dressing
    - Two triangular bandages
    - Safety pins
    - Individually wrapped moist cleansing wipes

### Colts Cricket Contacts

Robert Hutcherson	07795 316835
Malcolm Hubbard	01375 677590
Jeff West jnr	07846 129889
Ryan Cutts	07722 886031
Terry Hurrell	01375 850965
Richard Nicholls	07876 390803
Keith Mager	07852 131747