

Club Committee Training 2010/11

Safety & Training Officers



Agenda

- Who is responsible for Health & Safety?
- Duty of Care
- Policies & Procedures
- Risk Assessment
- Transport
- Emergency Procedures
- Paperwork

- Food!

Why is health & safety training needed?

To provide you with information and guidance on how to practically reduce the risks and likelihood of harm being caused to individuals taking part in your club's activities

"Activities"

Training
Fixtures and Competitions
Trips
Socials

Who is responsible?

Each of us owes a 'duty of care' to our neighbours not to cause them injury by our negligent acts or omissions

In order to satisfy that 'duty of care' you must behave as a reasonable person would, but taking in to account your:

- specific skills
- knowledge
- experience

Common question...

"Will being a group leader of a club, or other activity, or sports official affect my ordinary duty of care?"

“As a group leader (inc. team captain) you have accepted the responsibility of leading others. You owe them a duty to ensure that they are not exposed to foreseeable risk of injury as far as is reasonably possible”

What is the legal position?

“If you accept a position you are likely to agree to carry out certain functions which may well affect the safety of others both inside and outside the club. You are accepting responsibility and you must fulfill those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury which exists or arises”

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Safety & Training Officer

The duties of the Safety and Training Officer will be as follows:

- To ensure the welfare of all members
- To facilitate the integration of the novices within the club, and their access to relevant supervision, information, advice and training.
- To ensure that participants understand all aspects of club activity, paying particular attention to skill levels required, risks involved and equipment requirements.
- To promote safe practice within the Club at all times.
- To promote the benefits of further training to all Club members
- To be responsible for ensuring there is suitable first aid provision for the club's activities.
- To be responsible for ensuring the club has up-to-date risk assessments for all its activities.
- To liaise with the Sports Union Manager and Sports Officer on all matters concerning safety.

Union & University H&S Framework

1. Policy

It is the policy of Sheffield Hallam University that all sporting activities shall be managed effectively to ensure that the associated health and safety risks are acceptable and are no greater than what would be expected for the specific sporting activity being carried out.

Sheffield Hallam University
Health & Safety Manual
Section 6 Part 6.5

Union & University H&S Framework

2.2 Management of Sporting activities

All sporting activities shall be managed by nominated / appointed individuals. This nomination / appointment must be clear and unambiguous and the person(s) shall be made aware of their health and safety responsibilities

Nominated / appointed officials:

Club officers

Trip leaders

Captains

Coach

Union & University H&S Framework

2.3 Risk Assessment

All sporting activities shall be risk assessed by the nominated/appointed person managing the activity and the appropriate control measures implemented before the activity takes place.

Risk assessments shall always consider the possible need for first aid and arrangements shall be made to ensure that first aid provision is appropriate to the risks.

5 Steps to Risk Assessment

Step 1 – Look for the Hazards

- Only those hazards which you could reasonably expect to result in significant harm.

- Typical Examples:
 - contact with objects;
 - water related hazards;
 - manual handling hazards;
 - slipping/tripping/falling hazards.

5 Steps to Risk Assessment

Step 2 – Identify who may be harmed

- Identify the groups of people who may be affected

Typical Examples:

- those directly involved
- officials
- spectators
- general public

N.B Pay particular attention to groups who may be more vulnerable

5 Steps to Risk Assessment

Step 3 – Evaluate the risks

- Implement "control measures" by
 - meeting legal requirements
 - complying with recognised standards (NGB)
 - following good practice
 - reducing the risks as far as is reasonably practicable

- Have you provided
 - adequate information, instruction and training?
 - adequate systems or procedures?

- Where the risks are not adequately controlled, identify additional precautions required.

5 Steps to Risk Assessment

Step 4 – Record your findings

- Record identified hazards, existing precautions and required additional precautions

Step 5 – Review and revision

- Set a date for review of each assessment based on the level of risk
- During the review check that the precautions still adequately control the risk. If not, identify necessary changes or additional precautions
- Also review assessments when significant changes have taken place

Risk Assessment: Key Factors

There are 5 key factors to consider:

Factor	Considerations
People	Are they informed? Is age a factor? What is their experience and physical ability?
Activity	Is it advanced requiring technical skills?
Equipment	What is needed? What is it's age & condition? Is training required?
Location	Appropriate lighting? Is the area the correct size? Is travel required? Where is first aid located?
The Environment	Is inclement weather expected?

Generic v Specific Assessments

- **Generic assessments**
apply to common **activities** which are carried out **repeatedly**.
- **Specific assessments**
relate to particular activities that are a **“one off”** or cannot be adequately covered by a generic assessment.

Quantitative Ranking of Risk

Risk Rating = Hazard Consequence (*Severity*) x Likelihood

Hazard Consequence Ratings:

1. Minor injury or illness
2. First aid injury or illness
3. “3 day” injury or illness
4. Major injury or illness
5. Fatality, disabling injury

Likelihood Ratings:

1. Very unlikely
2. Unlikely
3. Likely
4. Very likely
5. Almost certain

Quantitative Ranking of Risk

Score	Rating	Action
1–5	Slight	No action required
6–9	Minor	No further preventive action required. Improvements that impose minimal cost should be considered
10–12	Moderate	Efforts should be made to reduce risk. Costs limited.
15–20	Substantial	Activity not to be started until risk has been reduced. Considerable resources may be required.
25	Intolerable	Activity must not be started until the risk has been significantly reduced. Considerable resources may be required.

Risk Assessment Template

RISK ASSESSMENT *PRO FORMA*

SHEFFIELD HALLAM UNIVERSITY UNION OF STUDENTS SPORTS UNION

Project/ Activity covered by the assessment:		Assessment carried out by:	
People affected:		Position in club:	
Location inc. address:		Club:	
		Date:	

ACTIVITY	HAZARD ASSOCIATED WITH THE ACTIVITY	RATING			CONTROL MEASURES TO BE TAKEN	RATING		
		C	L	R		C	L	R

C = Hazard Consequence

L = Likelihood

R = Risk Rating (CxL)

Policy & Procedure

2.5 Field Trips

All Student Union field trips are to be registered, with a comprehensive attendance list to be held in the city campus security control.

Sports Union Trip Registration forms

- For all club trips, including;
 - Out of hours and overnight
 - Off-site
 - Any trips with booked transport and use of club equipment

- Doesn't include;
 - Normal training (except Rowing & Sail & Windsurf)
 - Weekly BUCS Fixtures

Trip / Activity CHECKLIST

- 1. All members have paid the relevant membership subscription**
 - 2. All members have completed a Sports Union Registration Form (online)**
 - 3. Risk Assessment completed**
 - 4. Trip Leaders registered with Sports Union**
 - 5. Private vehicles (cars) registered (MOT & Insurance Certificate, Drivers Licence)**
 - 6. Trip registration form has been completed, emailed to Sports Union, and authorised**
 - 7. Entries (if applicable) have been made in plenty of time**
 - 8. All relevant monies have been paid into the Finance Office**
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Trip Leaders

- ▶ They have a Duty of Care
- ▶ Responsible for the participants involved in an activity, and it includes;
 - BUCS Captains
 - Registered Trip Leaders
e.g. Canoe River Leaders
- ▶ Accountable for decisions

First Aid Provision

❑ BUCS

- EIS, Ponds Forge, Don Valley etc – Facility provision
- Hallam University facilities – Sport Hallam Staff
- Abbeydale & Bawtry Rd –) Appointed persons and first aid kits
- Away fixtures – First aid kits supplied

❑ Training

- EIS, Ponds Forge, Don Valley etc (Facility provision)
- Hallam University facilities (Sport Hallam Staff)

❑ Off site (away fixtures / weekend trips)

- 2 participants first aid qualified

Training opportunities for clubs

- Wilderness First Aid (High Peak First Aid)
- Sports First Aid Course
- NGB specific skills and instruction support

Accident / Incident / Emergency Procedures

1. In the event of an emergency;

- Call the accident & emergency services
- Assistance from a first aider should be sought if possible
- Call Sports Union Manager 07825 861 715

Reporting procedures

- Reporting of injuries and incidents to Safety and Training Officer, relevant facility staff, competition organisers
- In the case of serious injuries / incidents contact the University 24hour security on 225 2000 and the Sports Union Manager
- All accidents / incidents / near misses that occur **MUST** be reported to the Sports Union and a Sports Union accident / incident report form needs to be completed
- All incidents resulting in an injury occurring at a sports facility owned by SHU must also be recorded with Sport Hallam
- **Remember, if it is an emergency, call 999**

Transport

Road Safety a HIGH RISK area

- Each year around **3500** are **killed** on British roads
- A third of these are work related
- **40,000** are **seriously injured**



Transport Guidelines

Cars

Hire

- generally over 21 years old

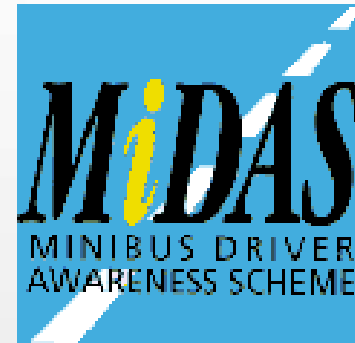
Private

- register your vehicle to use it for club "business"
 - Copies of MOT, driving licence, & insurance certificate
- contact insurance company stating intention to drive in voluntary capacity

Self-Drive Minibus

General Driver qualifications:

- 21 years old`
- Held a licence for at least 2 years
- MIDAS assessment



Welfare

~~“Initiations”~~

Why?

- National sensible drinking campaign
- Peer pressure?
- Serious risk to health
- Serious risk to safety
- Reputational damage

“Welcome parties”



Why?

- Team building in a welcoming environment
- Inclusive
- Not compulsory / no pressure on drinking

Social Behaviour Policy

Non compliance will result in disciplinary proceedings

Paperwork hand-ins

TASK	DEADLINE
Generic Risk Assessments	Friday 8th October
Review of Codes of Practice	End of Semester 1
Club Constitution	End of Semester 1

Other forms for completion ongoing:

- Trip Leaders forms
- Copies of qualifications
- Register cars documents with Sports Union

Question Time and Food!