



HEALTH & SAFETY POLICY

1) General

London Academicals Hockey Club has a duty of care to safeguard its members, and its Health & Safety Policy forms a vital part of that process. Its general policy is:

- To provide adequate control of the health and safety risks arising from our sporting activities;
- To consult with relevant individuals who represent the club on matters affecting their health and safety;
- To provide and maintain a safe playing environment and equipment;
- To provide information, instructions and supervision of coaches and other volunteers;
- To ensure that coaches and other volunteers are competent to do their tasks, and to give them adequate training;
- To prevent accidents;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary.

2) Risk Assessments

The maintenance of safe and healthy playing conditions requires the active cooperation of all Club members, each of whom also have a duty to take care of his or her own safety and that of others. Every person has a duty to bring situations that they believe to be unsafe, or potential shortcomings in Club safety arrangements, to the attention of a relevant member of the Club Committee.

The club keeps a record of incidents as they occur. Please visit the Incident Form on the club website for information on how to record and submit an incident or accident that takes place during a club activity. Incidents are reviewed by the Club Committee periodically to identify any further actions or lessons learned that should be applied.

<http://www.londonacademicals.org/policies-forms> -> '**Incident Form**'

A general risk assessment is undertaken on a periodic basis and is reviewed and approved by the Club Committee. This is available to club members on request.

In addition, in order to discharge its responsibilities, individual coaches, captains and other volunteers representing London Academicals Hockey Club will endeavour to assess the risks at the place of activities (at the home venue), using the following steps:

- a) Identify hazards
- b) Decide who might be at risk
- c) Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- d) Notify relevant individual (e.g. Facilities Manager)
- e) Review the assessment and revise if necessary

3) Good Practice for Coaches / Captains

It is good practice to:

- Have a first aid box available at all times, and know how to use it for minor injuries and where to summon help for major injuries;
- To attend first aid training on a 3 yearly basis (basic 3 hour session including CPR);
- Always have easy access to a mobile phone for contacting the emergency services;
- Familiarise yourself with any emergency procedures appropriate for our home venue (St Dunstan's College), as shown here:
<http://www.londonacademicals.org/policies-forms> -> **'Emergency Procedures'**;
- Check the facilities you use meet safety standards, that the area is safe and free from obstacles or other dangers such as glass, animal excrement, etc.;
- Improve your competency by attending sports specific and generic training courses.

4) Good Practice for Players

- It is the policy of the Club that it is the players responsibility to provide their own personal protective equipment, including gum shields, shin pads and face masks (for short corner defence) as required;
- Make sure that you are appropriately dressed for the activity (shin pads, mouth guards etc.) and surface (boots / trainers);
- Familiarise yourself with any emergency procedures appropriate for our home venue (St Dunstan's College), as shown here:
<http://www.londonacademicals.org/policies-forms> -> **'Emergency Procedures'**.

For any questions or concerns, please contact clubcaptain@londonacademicals.org / secretary@londonacademicals.org, or speak with your team Captain.