



ASPLEY GUISE
FOOTBALL CLUB



<https://www.aspleyguisefc.co.uk>

ASPLEY GUISE FC

Aspley Guise Football Club

HEALTH & SAFETY POLICY

2026/27 SEASON



Applies to: All players (youth and adult), parents/carers, managers, coaches, volunteers, committee members, club staff, visitors, contractors and anyone representing Aspley Guise Football Club (AGFC).

Policy Statement

AGFC is committed to providing, so far as is reasonably practicable, a safe and healthy environment for everyone taking part in, volunteering at, working for or visiting Club activities. The Club will identify hazards, assess risks, put proportionate controls in place and review those controls when circumstances change.

This policy supports AGFC's football, training, matchday, event, maintenance and administrative activities. It should be read with the Club's safeguarding procedures, risk assessments, emergency action arrangements, accident records and venue guides.

Responsibility and Contact

The AGFC Committee has overall responsibility for health and safety governance. It will approve this policy, ensure suitable arrangements and resources are available, monitor significant incidents and review the policy at least annually.

The Club Welfare and Safety Officer is the primary contact for health and safety matters and coordinates the Club's practical arrangements on behalf of the Committee. Concerns, hazards, accidents and requests for advice should be reported to:

Joanna Clay, Welfare and Safety Officer
welfare@aspleyguisefc.co.uk

Team managers and coaches are responsible for safe delivery of their sessions and matches. They must complete or follow the relevant risk assessment, inspect the playing area and equipment, know the emergency arrangements, take account of participants' needs and stop or adapt an activity where conditions are unsafe.

All staff, volunteers, players and visitors must take reasonable care of themselves and others, follow instructions, use equipment correctly and report hazards, defects, near misses, accidents or concerns promptly. No person should undertake a task for which they are not competent or appropriately supervised.

Where AGFC uses a hired or shared venue, the Club will cooperate with the landowner or venue operator, clarify responsibilities and follow site specific emergency and safety arrangements.



Risk Assessment and Safe Activities

AGFC will maintain proportionate risk assessments for its regular activities and complete additional assessments for tournaments, events, trips, unusual activities or material changes. Assessments will consider players, children, volunteers, spectators, contractors and anyone who may need additional support.

Risk assessments will consider:

- Pitch inspections, securely anchored goalposts, playing surfaces, nets, barriers, changing areas and spectator areas
- Weather and environmental conditions, including heat, cold, lightning, poor visibility and waterlogged or frozen pitches
- Suitable footwear, shin pads, clothing, hydration, warm-ups and cool-downs
- Age-appropriate activities and appropriate levels of supervision
- Equipment, manual handling, vehicles, car parks and access routes
- First aid, emergency access, fire, evacuation and communication
- Crowding, slips and trips, food hygiene and electrical equipment
- The age, ability, medical needs, behavioural needs and vulnerabilities of participants

Coaches will carry out a visual and dynamic safety check before and throughout each activity. In hot weather, appropriate hydration breaks must be provided and participants should use suitable sun protection and clothing. In cold or wet conditions, activities must be adapted where necessary and participants should wear appropriate clothing.

Activity must stop immediately where lightning presents a risk. Training or matches must not take place where the pitch or surrounding facilities are waterlogged, frozen, damaged or otherwise unsafe.

Coaches, managers and match officials may adapt, postpone, suspend or cancel an activity where conditions are unsafe. Unsafe equipment or areas must be taken out of use, isolated where possible and reported promptly.

Standards of Conduct and Consultation

Everyone covered by this policy must cooperate with the Club on health and safety matters, follow reasonable safety instructions and take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.

Any potential hazard, unsafe practice, maintenance concern or equipment fault must be reported promptly to the team or activity lead and, where significant or unresolved, to the Welfare and Safety Officer. Everyone must cooperate with the investigation of an accident, near miss or unsafe occurrence.

AGFC will share relevant health and safety information and consult coaches, managers, volunteers and others affected when reviewing risks or introducing significant changes. Deliberate or serious failure to follow safety rules may be addressed under the Club's applicable codes of conduct or disciplinary procedures.



Equipment and Manual Handling

Football, maintenance and other Club equipment must be suitable for its intended use, checked as appropriate, maintained in a safe condition and used only in accordance with instructions, training and the relevant risk assessment.

- Faulty or damaged equipment must be stopped from use immediately, clearly identified or isolated where practicable and reported to the team coach.
- Safety devices must not be removed, bypassed or interfered with.
- No person may repair, alter, erect or dismantle equipment unless competent, authorised and, where necessary, appropriately supervised.
- Suitable protective clothing or equipment will be provided where a risk assessment identifies it as necessary.
- Manual-handling tasks must be avoided where reasonably practicable or planned to reduce risk. Appropriate assistance or handling equipment must be used for heavy, bulky or awkward items, including goals and pitch equipment.

Where a member of staff or regular volunteer uses display-screen equipment for prolonged Club work, AGFC will arrange a proportionate workstation assessment on request or where a need is identified.

Health and Safety Training

Training will be proportionate to each person's role, experience and the risks involved. Records of formal qualifications, inductions and refresher dates will be retained by the Club where appropriate.

All new staff and volunteers will receive a basic induction covering:

- this policy, individual responsibilities and how to report a concern;
- relevant risk assessments and safe working arrangements;
- accident, near-miss and emergency reporting procedures;
- the location of first-aid equipment, emergency access and evacuation arrangements; and
- safeguarding, professional conduct and the needs of children and adults at risk.

Role-specific training or instruction will be provided where relevant, including:

- appropriate football coaching qualifications and updates required for the role;
- football first aid and emergency response, with suitably qualified provision available for activities;
- concussion recognition and the principle: if in doubt, remove from play and follow current football guidance;
- safe goalpost, equipment and manual-handling practices;
- fire safety and venue emergency arrangements;
- COSHH awareness for anyone using or storing hazardous substances; and
- additional instruction identified by a risk assessment or following an incident.



Coaches must understand first-aid arrangements, emergency procedures, equipment checks, weather safety and the Microsoft Form

Coaches must not assign a person to a safety critical task unless satisfied that the person is competent, briefed and appropriately supervised. Training needs will be reviewed annually, when a role changes, when new equipment or substances are introduced and after a relevant incident.

First Aid, Accidents and Emergencies

AGFC will maintain suitable first aid arrangements for its activities. Coaches will be provided with first aid kits. Coaches must know how to summon emergency assistance, provide the exact venue location and postcode, enable ambulance access, contact a parent/carer where appropriate and record what happened.

Each team must ensure that an appropriately qualified designated first aider and a suitably stocked first-aid kit are available at training sessions and matches. Where an Automated External Defibrillator (AED) is provided or controlled by AGFC, it must remain accessible and be checked in accordance with the manufacturer's instructions.

The Club Accident Microsoft Form must be completed for injuries, accidents, near misses and serious hazards. Safeguarding-related safety incidents must also be reported to the Designated Safeguarding Lead and recorded through the appropriate Club safeguarding procedure.

Emergency services must be contacted immediately by calling 999 where an injury or illness is potentially life-threatening or requires urgent assistance, including unconsciousness, breathing difficulties, a suspected serious head or spinal injury, severe allergic reaction or suspected serious fracture.

All accidents, injuries, dangerous occurrences and near misses connected with Club activity must be reported promptly and recorded using the Club's accident-reporting process. Serious incidents must be notified to the Welfare and Safety Officer and Chairperson as soon as practicable. Records will be handled confidentially and retained in line with legal and insurance requirements.

Fire and Emergency Evacuation

Anyone leading a Club activity must familiarise themselves with the venue's fire and emergency arrangements, including alarm methods, escape routes, assembly points and arrangements for calling the emergency services. These arrangements must be communicated to those who need to know.

- Escape routes and emergency access must be kept clear.
- On discovering a fire, raise the alarm, call 999 when required and evacuate; do not attempt to fight the fire unless trained, competent and it is safe to do so.



- On hearing an alarm or evacuation instruction, leave calmly by the nearest safe route, go to the assembly point and do not re-enter until authorised.
- Anyone whose medical condition, disability, age or other circumstances may affect evacuation should inform the coach so that suitable assistance can be planned.
- AGFC will participate in venue drills and review emergency arrangements where it controls the premises or activity.

National Health Alerts

During an epidemic, pandemic or other national public health alert, AGFC will follow current guidance from the UK Government, public health authorities, The Football Association and relevant league or facility operators. The Club may adjust, restrict or suspend activities and introduce proportionate infection-control measures. Everyone attending Club activities must follow the instructions communicated for that period.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require the responsible person to report specified work related deaths, injuries, occupational diseases and dangerous occurrences to the relevant enforcing authority. Some injuries to people who are not at work are reportable when they arise from a work related accident and the person is taken directly from the scene to hospital for treatment.

A football injury is not automatically reportable simply because it is serious. The Welfare and Safety Officer, in consultation with the Chairperson and taking competent advice where needed, will determine whether the incident was work-related and meets a RIDDOR reporting category. Normal accident recording, safeguarding notifications, insurance reporting and football authority reporting must still be completed where applicable, whether or not RIDDOR applies.

Only the responsible person will submit a RIDDOR report on behalf of AGFC. The Club will retain the required records and cooperate with the venue operator where responsibility for reporting may rest with them.

COSHH

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) require risks from hazardous substances to be assessed and controlled. Substances relevant to Club activities may include cleaning chemicals, disinfectants, line-marking products, fuels, pesticides, paints, aerosols and bodily fluids.

AGFC will, where it controls the substance or activity:

- keep an up-to-date inventory and obtain the current safety data sheet;
- consider whether the substance can be avoided or replaced with a safer product;



- complete a proportionate COSHH assessment before use;
- store, label, use and dispose of the substance safely and restrict access, especially by children;
- provide suitable controls, protective equipment, spill arrangements, instruction and supervision; and
- review the assessment after a change, spill, exposure or other reason to doubt its effectiveness.

No volunteer may bring in or use a hazardous substance for Club purposes without authorisation. Manufacturer labels and safety data sheets support, but do not replace, the Club's COSHH assessment.

Individual Medical and Behavioural Needs

AGFC aims to include participants safely and respectfully. Before participation, players or their parents/carers will be asked to provide relevant, current information about medical conditions, allergies, medication, disabilities, communication needs, sensory needs or behaviour that could affect safe participation or emergency care. They must notify the Club of material changes.

Information will be requested only where relevant, shared on a need-to-know basis, kept secure and handled in accordance with data-protection and safeguarding requirements. It will not be used to stigmatise or unnecessarily exclude anyone.

Where a need may affect participation, the coach will work with the individual and, for a child, their parent/carer to agree proportionate arrangements. These may include:

- reasonable adjustments to communication, activity, equipment, supervision or the environment;
- a written individual support, medical or risk-management plan where appropriate;
- clear triggers, warning signs, de-escalation strategies and emergency actions;
- access to prescribed emergency medication in accordance with an agreed plan; and
- briefing only those adults who need the information to keep the person and others safe.

Coaches and volunteers must remain within their competence: they must not diagnose conditions, alter prescribed treatment or administer medication unless this is authorised, agreed and supported by suitable instruction. In an emergency, first aid and emergency-service directions take priority.

Behaviour will be managed through calm, consistent and non-discriminatory approaches. Where behaviour presents an immediate risk, the activity will be paused or adapted, people moved to safety and the agreed plan followed. Any restriction on participation will be proportionate, recorded, discussed with the individual or parent/carer and reviewed.

Safeguarding-Related Safety

Health and safety arrangements operate alongside the Club's Safeguarding Policy and procedures.



- Children and young people must be appropriately supervised during Club activities and must not be left unsupervised.
- Changing facilities must be used in accordance with the Club's safeguarding procedures.
- Transport to and from training, matches and other Club activities remains the responsibility of parents/carers unless transport has been formally arranged by the Club.
- Coaches and volunteers must maintain appropriate professional boundaries and follow the Club's safeguarding procedures at all times.
- Any safeguarding concern arising during a Club activity must be reported immediately to the Designated Safeguarding Lead.

Designated Safeguarding Lead and Welfare Officer

Joanna Clay

welfare@aspleyguisefc.co.uk

Telephone: 07568 306155

Where there is an immediate risk of harm, appropriate emergency services must also be contacted.

Mental Health and Wellbeing

AGFC recognises that health and safety includes mental and emotional wellbeing. The Club is committed to promoting a supportive culture based on:

- Respect
- Inclusion
- Open communication
- Mutual support

Players, coaches, volunteers and other Club members are encouraged to raise wellbeing concerns with a coach, team manager or the Designated Safeguarding Lead.

Concerns will be handled sensitively and shared only where necessary to provide support, meet safeguarding responsibilities or protect someone from harm.

Coaches and volunteers should remain within the limits of their role and competence. They must not attempt to diagnose or provide professional mental-health treatment. Where appropriate, individuals or their parents/carers will be encouraged to seek support from a qualified healthcare professional or relevant support service.

The Club's wellbeing and support information is available to players and Club members.

Monitoring, Reporting and Review

The Committee will review significant accidents, near misses, complaints and identified hazards to determine whether controls, training or supervision should change. This policy will be reviewed at least annually and sooner following a serious incident, material legal or football-governance change, change of premises or significant change in Club activities.

Anyone may raise a concern without fear of unfair treatment. Immediate danger should be reported to the person leading the activity, who has authority to stop the activity and make the area safe.



Final Statement

Health and safety is everyone's responsibility. All those connected with Aspley Guise Football Club are expected to report concerns, follow agreed procedures and help ensure that football and Club activities are delivered in a safe, inclusive and proportionate way.