



ENNISCORTHY
HOCKEY
CLUB

CLUB SAFETY STATEMENT



April 2017

Statement of Intent

As a club we have a duty of care to our members, visiting teams, visitors, members of the public using the facilities, and spectators. We now recognise that duty by having this Health and Safety Statement in place. We hope that this statement will engender a spirit of co-operation in Health and Safety matters among all our members and all other using the facilities.

This is a working document which will be reviewed and updated in line with knowledge and experience of implementation. The following pages set out the means by which Enniscorthy Hockey Club will endeavour to ensure a safe environment for all its members and visitors. Duties and responsibilities are set out for everyone associated with the club. The various risks associated with membership of the club have been assessed and documented, and arrangements have been put in place to control these risks.

The provisions of this statement will apply to all Enniscorthy Hockey Club members, visitors and associated outside agencies. It will be made available to all members and relevant parties. It is intended that this document will help them understand, promote and maintain a safe environment within which the club activities take place.

As Enniscorthy Hockey Club (EHC) leases the pitch from Astro Active Enniscorthy, this safety statement relates only to EHC members and those persons who may be affected by their acts or omissions. Astro Active have their own safety statement and this should be adhered to when using the facilities provided by them.

Signed _____

Chairperson, Enniscorthy Hockey Club.

Contents

1. Safety Policy	3
2. Club Structure	4
3. Responsibilities	6
4. Grounds, Pitches, Changing Facilities & Cafe.....	8
5. Implementation and Operation.....	8
6. Accidents and Near Misses	8
7. Concussion	10
8. Emergency Procedure.....	11
9. Hazard identification, risk assessment and risk control.	12
10. Conclusion.....	18

1. Safety Policy

The Management of Enniscorthy Hockey Club are committed to compliance with the Safety, Health and Welfare at Work Act 2005, and the Safety Health and Welfare at Work (General Application Regulations 2007 – 2016 as amended. In doing so will provide for all members and associated parties, an environment that is as safe and healthy as is reasonably practical, and that will comply with all relevant statutory requirements.

Through its committee and elected officers, Enniscorthy Hockey Club will endeavour to provide a safe system of operation through the provision of appropriate equipment, information, instruction, training and supervision. The co-operation of every member is mandatory, and members must at all times conduct themselves in a manner that does not endanger their safety or the safety of others. Where members are under the age of 16, their parents or guardian(s), must give this undertaking on their behalf.

Coaches and Co-ordinators should be competent for the role that they are undertaking. They must ensure that there are adequate resources (suitable equipment, and supervision) available for the activity that is being undertaken. Through Hockey Ireland, all Coaches and Co-ordinators will be Garda Vetted as required under The National Vetting Bureau (Children and Vulnerable Persons) Act 2012. All Coaches and Co-ordinators must also attend a recognised “Code of Ethics” course in respect of Good Practice for Children’s Sport. Persons involved in coaching of players where practicable should have completed a coaching course.

The Safety Statement of Enniscorthy Hockey will be reviewed for suitability at least annually, and following any major change in structure or practices.

2. Child Protection Policy

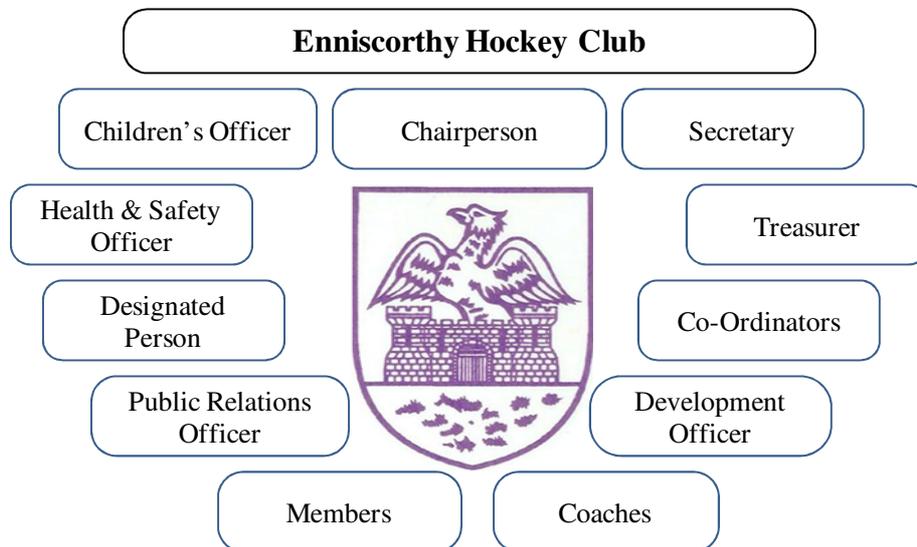
Enniscorthy Hockey Club (EHC) is fully committed to safeguarding the wellbeing of its young participants. Every individual in hockey should at all times, show respect and understanding for participants' rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

In working with young people in hockey our first priority is the welfare of young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from abuse, neglect, bullying and intimidation.

A children's officer is in place and will advise and report directly to the committee on matters or issues that may arise.

3. Club Structure

An elected committee is in place to oversee the running of the club. The Chairperson of the club will hold regular committee meetings to discuss the workings of the club. Each officer will report to this committee as required. Documented minutes of these meetings will be kept.



4. Responsibilities

The Chairperson will ensure that:

- Adequate resources are made available so that the Safety Policy can be carried out efficiently
- The members of the General Committee are fully aware of their responsibilities in relation to occupational safety and health.
- The Safety Statement is reviewed regularly and its operation monitored.

Health & Safety Officer will ensure that:

- Safe systems and practises are incorporated into all activities in the club.
- Risk Assessments are kept up to date and regularly reviewed.
- All activities are continually monitored and that any incidents and dangerous occurrences are reported, recorded, and acted on accordingly.
- Any required H&S training is discussed, authorised and put into practice
- Any wilful breach of safety rules is reported and that the club disciplinary procedure is activated if it is deemed necessary.

Secretary will ensure that:

- The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through website, coordinators, coaches, etc.
- Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible.
- Any discussion, reports or suggestions relating to the Safety Statement which are raised at General Committee Meetings are recorded and actioned.
- Any Accident Reports, Hazard I.D. Reports, H&S Audits etc. are retained as club records and reported outside the club as decided by the General Committee.
- Any correspondence relating to Health and Safety is brought to the attention of the General Committee and any subsequent actions are recorded.

Designated Person

- Will act as a liaison with outside agencies and a resource person to any member or coach who has child protection concerns.
- Is responsible for ensuring that standard reporting procedure is followed.

Children's Officer

- The key role of the Club Children's Officer is to ensure the implementation and promotion of the relevant Child Welfare Codes and Guidelines for good practice within the club

Coordinators will ensure that:

- All coaching activities in the various sections are carried out according to guidelines laid down.
- Sufficient coaches are available to ensure safe supervision of any particular section.
- Persons who are not paid-up members are not allowed to use the club's facilities.
- Appropriate medical kits are immediately available for both training and matches.
- Accidents or incidents are detailed, reported, and recorded.

Coaches will ensure that

- Training Sessions and matches are appropriate and planned, taking into account the considered risks, and have adequate resources to safeguard those taking part.
- Those taking part in sessions are suitably attired with the required level of protection.
- Training sessions and matches are adequately supervised.
- For underage groups no member is left alone or unsupervised during or immediately after a session or match.

General Members will ensure that:

- They are aware of the provisions of the Safety Statement and that they operate within those provisions at all times.
- They take no action which could endanger either themselves or their fellow-members.
- They comply with any safety directives which may be issued from time to time.

Visitors: It is the responsibility of visitors to the club to:

- Co-operate with EHC with respect to all matters relating to health and safety.
- Obey all reasonable safety instructions given by EHC committee members, coaches
- Take note of, and obey all safety signage, where necessary.

5. Grounds, Pitches, Changing Facilities & Cafe.

It is noted that EHC are licensee of Astro Active and the license agreement dictates that maintenance, up-kept, security, car parking, access, egress and cleaning of all facilities are the responsibility of Astro Active. EHC will endeavour to notify Astro Active of health and safety issues that may arise.

6. Implementation and Operation

To actively carry out the club's policy in relation to health and safety, to maintain a general consciousness of safety and to promote a safe club environment, the following should be kept in place:

- Health & Safety will be on the agenda at committee meetings of the club, actions noted and recorded in the minutes.
- Giving safety instructions regularly all sections of the club.
- Reporting of accidents or dangerous occurrences action to prevent recurrence

Identification of hazards and assessment of risks should be an ongoing process and any identified hazard or risk should be immediately reported a member of the Committee. The hazard or risk should be immediately assessed as 'high', 'medium' or 'low' and appropriate action taken. This is a very important aspect of our safety policy and it is expected that when an area is audited for safety, it will be found that any accidents, injuries, collisions, hazards, etc., will have been properly reported and documented.

7. Accidents and Near Misses

Appropriate medical kits will be available pitch side during training and matches to treat minor injuries. The Astro Active Centre will have a trained first aider on the premises at all times and they should be called on as required.

An **Accident** is defined as an unplanned event that happens unexpectedly and unintentionally and that results in injury, illness or damage.

A **Near Miss** is defined as an unplanned event that did not result in injury, illness, or damage – but that had the potential to do so.

The Safety Officer should be notified in writing of an accident or near miss as soon as is practical to do so. Supporting documentation and evidence should be provided as deemed necessary. An incident report (over) should be filled out for all accidents and near misses. Where it is possible that the accident will result in a claim under the club insurance policy then the incident report will be forwarded to the relevant insurance company.



Incident/ Accident Report Form

1. Name & Location of Facility			
2. Full Name of Supervising Coach			
3. Full Name of Injured Person			
4. Full Address of Injured Person			
5. Date of Birth of Injured Person			
6. Date of Incident / Accident	Time of Incident / Accident		
7. Nature of Injury			
8. Injuries/ after effects which developed later.			
9. Full Details of the Incident/ Accident, Including How it Happened and what Activity was being Undertaken at the Time			
10. Witness Name(s) and Address(es)			
11. Action Taken			
Guards Called	Yes/No	Ambulance Called	Yes/No
Parent Informed	Yes/No	Facility Accident Book Completed	Yes/No
12. Details of First Aid Given			
13. Other Actions/Details			
14. Signed :	Date :		
Print Name :			

Copies to Section Coordinator and Safety Officer

8. Concussion

Enniscorthy Hockey Club is aware that there can be serious sequelae for players suffering from concussion. This is not limited to the immediate consequences of acute head injury. The long term effects of head injury and concussion are well recognised and can be minimised with appropriate immediate and longer term care.

In relation to concussion Enniscorthy Hockey Club has adopted the guidelines set down by the Irish Hockey Association (IHA) summarised as follows :

- Concussion is a brain injury that needs to be taken seriously to protect the long term welfare of all players.
- Any player suspected of having sustained a concussion, should be safely removed immediately from the field and should not return to play or train on the same day.
- If there is any doubt as to whether a player has suffered concussion, the guidelines will be applied. This is the responsibility of the Team Manager/ Coach, or Team Captain if a they are not present.
- Concussion is an evolving injury. It is important to monitor the player after the injury for progressive deterioration.
- The person suspected of sustaining a concussion will be medically assessed.
- Concussion diagnosis is a clinical judgement – Use of the SCAT 3 can only aid the doctor in their diagnosis.
- Players suspected of having a concussion must have adequate rest of at least 24 hours and then must follow a graduated return to play protocol.
- Players must receive medical clearance (by a doctor) before returning to play.
- Younger athletes require a more conservative approach to protect the developing brain.

Minimum Post Concussion Rest and Gradual Return to Play (GRTP) Periods

Players 15 years and under

- Minimum rest period 2 weeks and symptom free
- GRTP to follow rest, with each stage lasting 48 hours
- Earliest return to play - Day 23 post injury

U/16 - U/19 - Players 16, 17 and 18 years of age

- Minimum rest period 1 week and symptom free
- GRTP to follow rest, with each stage lasting 24 hours
- Earliest return to play - Day 12 post injury

Adult - 19 years and over

- Minimum rest period 24 hours and free of symptoms
- GRTP to follow rest, with each stage lasting 24 hours
- Earliest return to play - Day 6 post injury

9. Emergency Procedure

The Emergency Procedure is as follows :



Emergency Procedure

In the event of an Emergency remain calm and follow the direction of the Astro Active Staff.

Inform the Astro Active Centre Staff of the situation at hand.

If in an away venue or place that is unfamiliar to you follow the direction of the marshalls or staff of that venue.

If you need to call the Emergency services dial 999 or 112 and follow their instructions.

In the event of an evacuation of the building :

- On hearing the alarm sound make your way to the nearest exit and assemble at the designated assembly point.
- In the Astro Active centre this is the car park area.
- Remain calm and help others that may need assistance.
- Follow the directions of the staff or marshalls.
- Gather your group and do a head count..
- Identify any persons that are not accounted for and present this information to the marshal or person in charge.
- Under no circumstances should you enter the building unless authorised to do so by the person in charge.

10. Hazard identification, risk assessment and risk control.

The hazards and risks that are present when undertaking activities associated with membership of Enniscorthy Hockey Club, have been assessed and documented, together with the control measures to be put in place to minimise the associated risk.

A **Hazard** is defined as anything that has the potential to cause injury.

A **Risk** is defined as the likelihood that someone will be harmed by a hazard, together with the severity of the harm suffered. Risk also depends on the number of people who might be exposed to the hazard.

A **Control Measure** is something put in place to eliminate or reduce the hazard thus lowering the risk to an acceptable or manageable level.

These three factors combined give an overall **Risk Score** (rating) of High Risk, Medium Risk, or Low Risk.

The following risks have been identified and assessed :

- Visitors and Third Parties
- Access / Egress & Movement
- Training & Matches
- Cuts and Contusions
- Weather Conditions

Risk Assessment – Spectators, Visitors & Third Parties

HAZARD

Visitors and People who may be unfamiliar with the layout of the Astro Active Centre

RISKS

People being stuck by cars.
People being struck by stray balls
Injury to body, broken limbs, slips, trips and falls..

EXPOSED

Visitors using the Astro Active Centre, Family Members, Spectators.

SCORE

HIGH RISK

MEDIUM RISK

LOW RISK

CONTROL MEASURES

Divers

- Observe the parking policy of “reverse in drive out”
- Observe Maximum speed limit of 10km/ph
- If “setting” down or “dropping off” be aware of other people doing the same.
- Give way to pedestrians on walkways to the pitch.
- Never park in restricted areas or in such a manner that will obstruct access for anyone.

Spectators

- Keep to the paths and walkways and be aware of the movement of cars especially the start and end of training sessions where traffic is heaviest.
- Do not enter the playing area (pitch) unless invited to do so.
- Always view matches from the spectators area beside the pitch, or from the balcony in the Astro Active Centre.
- When in the spectators area be aware that it is possible for stray balls to come over the fence at speed.
- Children in this area should be supervised at all times



Risk Assessment - Access / Egress / Movement

HAZARD

Vehicular traffic associated with the normal use of the Astro Active Centre

RISKS

People being stuck by vehicles
Access ways being blocked and restricting access.
Injury to body, broken limbs
Restriction of emergency services.

EXPOSED

People using the Astro Active Centre, Members Family Members,
Spectators

SCORE

HIGH RISK

MEDIUM RISK

LOW RISK

CONTROL MEASURES

Divers

- Be alert for unseen pedestrians, especially when dark, and at the start and end of sessions where traffic is heaviest.
- Observe the reverse in – drive out policy in place.
- Observe a maximum speed limit of 10kmph in the car park areas.
- Only Park in designated spaces.

Pedestrians and Players

- Keep to the paths and walkways and be aware of the movement of cars especially the start and end of training sessions where traffic is heaviest.
- Do not leave gear or gear bags in pathways or access ways.
- Do not block pathways in groups before or after playing.

Risk Assessment - Injury During Training and Matches

HAZARD	Unsupervised Play Training Matches
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RISKS	<table border="0"> <tr> <td>Being Struck with Ball or Stick</td> <td>Broken bones</td> </tr> <tr> <td>Head Injury</td> <td>Facial Injury</td> </tr> <tr> <td>Cuts and Bruises</td> <td>Over Exertion</td> </tr> <tr> <td>Pulled Muscles</td> <td>Dehydration</td> </tr> <tr> <td>Respiratory or Cardiac Problems</td> <td></td> </tr> </table>	Being Struck with Ball or Stick	Broken bones	Head Injury	Facial Injury	Cuts and Bruises	Over Exertion	Pulled Muscles	Dehydration	Respiratory or Cardiac Problems	
Being Struck with Ball or Stick	Broken bones										
Head Injury	Facial Injury										
Cuts and Bruises	Over Exertion										
Pulled Muscles	Dehydration										
Respiratory or Cardiac Problems											

EXPOSED	Players, Coaches, Spectators
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SCORE	<table border="0"> <tr> <td style="border: 1px solid gray; padding: 5px;">HIGH RISK</td> <td style="border: 1px solid gray; padding: 5px;">MEDIUM RISK</td> <td style="border: 1px solid gray; padding: 5px;">LOW RISK</td> </tr> </table>	HIGH RISK	MEDIUM RISK	LOW RISK
HIGH RISK	MEDIUM RISK	LOW RISK		

CONTROL MEASURES	<p>Many injuries happen outside of the designated training time during unsupervised play.</p> <ul style="list-style-type: none"> ➤ Players must not enter the pitch until their coach or supervisor invites them to do so. ➤ Training sessions should be planned and supervised to minimise the risk of injury, or over exertion. ➤ An appropriate number of supervisors should be present. ➤ Do not engage in horseplay or play acting. ➤ Proper equipment should be used and in place. ➤ Where possible hitting activities should be parallel to the side line. ➤ Players should play within their own ability / age grouping. ➤ Players should be physically able to complete the training activities, and if in doubt should consult their doctor in the first instance. ➤ Players should wear shin pads and gum shields and any other protective equipment permitted by the rules of the game, such as protective masks when defending short corners. ➤ Goalkeepers require additional protective gear as permitted by the rules of the game. ➤ Players should take frequent water breaks especially during hot weather. ➤ All injuries should be reported to the Safety Officer immediately after the session / match. The coach or person in charge of the session is responsible for this.
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Cuts and Contusions

HAZARD	Cuts and contusions arising from training and playing.
RISKS	<p>Cuts and contusions</p> <p>Bruising</p> <p>Being Struck with Ball or Stick</p> <p>Slips, trips and falls, and collisions.</p> <p>Unwanted objects on pitch.</p> <p>Infection of cuts in the days after injury</p>
EXPOSED	Players and Coaches
SCORE	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;">HIGH RISK</div> <div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;">MEDIUM RISK</div> <div style="border: 1px solid black; padding: 5px; background-color: #d0d0d0;">LOW RISK</div> </div>
CONTROL MEASURES	<p>Many injuries happen outside of the designated training time during unsupervised play.</p> <ul style="list-style-type: none"> ➤ Basic first aid supplies should be available at each training session or game regardless of the level being played. This can be used to treat minor cuts and bruises. ➤ All cuts should be thoroughly cleaned and dressed as soon as possible after happening. This process should be repeated as needed in the days after the event. ➤ The Astro Active Centre has a qualified first aider on the premises at all times and more serious injuries should be referred to them. ➤ Any debris or litter on the pitch should be immediately removed, with play stopped or suspended if necessary. ➤ All injuries should be reported to the Safety Officer immediately after the session / match. The coach or person in charge of the session is responsible for this.



Risk Assessment – Weather Conditions

HAZARD	<p>Playing Hockey During Varying Weather Conditions</p> <p>Frost / Ice on Pitch</p> <p>Blowing Debris</p>
RISKS	<p>Sunburn / Sunstroke</p> <p>Slips / Trips & Falls</p> <p>Hit by Debris</p> <p>Loss of Grip</p>
EXPOSED	<p>Players and Coaches</p>
SCORE	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;">HIGH RISK</div> <div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;">MEDIUM RISK</div> <div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;">LOW RISK</div> </div>
CONTROL MEASURES	<p>Play will not take place if there is a status orange weather warning or higher in place, or a status yellow warning specific to the activity taking place.</p> <p>The Astro Active centre will determine whether or not the pitch is playable during frosty conditions.</p> <p>During extreme conditions coaches and coordinators must observe the conditions and the players to ensure that there is no risk to safety.</p> <p>In windy conditions care should be taken to ensure that any debris, potential debris, or items that could be blown away are cleared or secured.</p> <p>In wet conditions players should change out of wet gear as soon as possible after play has ended. Changing areas with showers are provided by the Astro Active Centre.</p> <p>Players and coaches should wear sun cream on sunny days.</p> <p>Regular water breaks should be taken during warm weather.</p>

11. Conclusion

The purpose of this Health and Safety Statement is to:

- Protect members of and visitors to our club.
- Comply with our statutory obligations.
- Designate responsibilities for Health and Safety at the various levels of the club.
- Minimise the risk of accidents/injuries/dangerous occurrences at the club.
- Heighten awareness of the health and safety issues within the club.

Every member or associate of Enniscorthy Hockey Club should familiarise themselves with the contents of this statement, and understand the part that they must play in maintaining a high level of safety within the club.

END