

# Welfare-Safety-Medical-Ground Guide

January 2020

**Newtongrange Star F.C.**

## **Welfare, Safety & Medical Plan**

### **INTRODUCTION**

Newtongrange Star FC and Newtongrange Star FC Under 20s are committed to providing the safest environment for all its members. The following Welfare, Safety and Medical Plan intends to give an overview of the club's policies and procedures in this respect.

Definitions:

Newtongrange Star FC shall mean Newtongrange Star FC and Newtongrange Star FC Under 20s

Club shall mean Newtongrange Star FC and Newtongrange Star FC Under 20s

Senior Club shall mean Newtongrange Star FC

Club Member shall mean; Official, Committee, Administrator, Player, Management, Coach, First Aider or any other individual not so defined who is carrying out any role duty or function activity in relation to any of the Club's activities. This definition of a Club Member shall refer to both Newtongrange Star FC and Newtongrange Star FC Under 20s

Committee shall mean the Management Committee as defined in the Senior Club's Constitution (Rev 27.06.2018). In addition, for the purposes of this document shall also refer to the Team Manager, Assistant Manager, Coaching Staff and First Aid Staff and all other Officials acting on behalf of the club whether on a temporary or permanent basis.

Ground/Stadium shall mean New Victoria Park, Newtongrange, EH22 4NG

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## **1. ETHICS**

Newtongrange Star FC shall actively promote and support ethics in sport, where ethics can be defined as the application of moral rules, principles, values and norms. In line with the policy of the Scottish Football Association the Club practices the following core values within delivering football opportunities:

1. Fairness & Fair Play
2. Inclusion for ALL
3. Integrity
4. Respect
5. Equity

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Every member within Newtongrange Star FC whether as players, administrators, officials, coaches or supporters – must take personal responsibility for ensuring that football activities are safe for everyone.

## **2. 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 club risk assessment (see 4. Risk Assessment & Hazards)
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the club's health & safety policy.
- Ensure that normal operating procedures and emergency operating procedures are in place and followed by all members (see 5. Emergency and Operating procedures)
- 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 (see 6. Accident & Incident Reporting)

The Appointed Health and Safety Officer for the club shall be Archie Lockhart. The Health and Safety Officer is the person responsible in the first instance as a point of contact for all Health and Safety matters relating to the Club

The Health and Safety Officer may be contacted in relation to these matters to implement action or manage any matters relating to Health and Safety issues for the club and will endeavour to deal with all such matters and or any reasonable request in a timely manner as is practical.

The contact details are as follows: Archie Lockhart (M) 07812103976

In the absence of the nominated Health and Safety Officer, for whatever reason, the Club may from time-to-time as required delegate the role to a nominated deputy.

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### **3. DUTY OF CARE**

As a club member you have a duty to:

- Take reasonable care for your own health & safety and that of others
- 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.

The club shall ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

#### **4. RISK ASSESSMENT & HAZARDS**

A **Hazard** is something with the potential to cause harm to an individual. This can be an object, an activity and even a substance.

A **Risk** expresses the likelihood that the harm from a potential hazard is realised. Risks are normally categorised as **low, medium or high**.

It is the responsibility of all connected with the club, whether Player, Management, Coach, Committee, Administrator Official, Spectator or other to assess and monitor hazards when undertaking any task or activity under the jurisdiction of the club and take all appropriate action(s) to mitigate any risk. No task should ever be carried out without the appropriate risk assessment being carried out – neither should any task be carried out in an unsafe manner.

## **5. EMERGENCY OPERATING PROCEDURES**

Injury is a common occurrence while participating in football, as a member of Newtongrange Star FC you have the responsibility to ensure that any injury or incidents are recorded and reported.

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

#### Step-By-Step Advice for Club Members Newtongrange Star FC

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. Complete an incident/accident report form.
10. Stay calm but act swiftly and observe the situation.
11. Is there danger of further injuries?
12. Listen to what the injured person is saying.
13. Alert the first-aider who should take appropriate action for minor injuries.
14. In the event of an injury requiring specialist treatment, call the emergency services.



15. Deal with the rest of the group and ensure that they are adequately supervised.
16. Do not move someone with major injuries.
17. Wait for the emergency medics.
18. Complete an incident/accident report form with the following information (refer to 6. Accident & Incident Reporting)

## **6. ACCIDENT & INCIDENT REPORTING**

Information you should record may include;

- Coach / Individual's Name
- About the Injured Person – Full Name
- About the Incident – Activity taking place. Date, Time and Place of Incident
- Detailed description of Incident
- Action Taken (and by whom)

The above information should be given to the Health & Safety Officer in the first instance or a member of the Chairman or Vice-Chairman of the Senior Club in their absence, within a minimum of 1 hour after the incident – and updated with any subsequent relevant information and or actions taken.

## **7. EVACUATION PROCEDURES**

Newtongrange Star FC have implemented procedures to ensure that the safety of all supporters, staff and players are considered in the event of a situation that would require the evacuation of the site.

These procedures are as follows:

1. Before the start of every game and at half time a Safety Address will be made over the Public Address system.
2. A Safety Officer will be on duty at all times. They will be identified by the use of a High Visibility Jacket.
3. The Emergency Exits will be clearly identified.

## **8. PROVISION OF MEDICAL FACILITIES & MEDICAL PLAN**

Newtongrange Star FC is a member of the Scottish Football Association and the East of Scotland Football Association. The club have been in existence since 1890.

It is the policy of Newtongrange Star FC to take all reasonable and practicable steps to safeguard the Health, Safety and welfare of all our volunteers and players and to protect all other persons against hazards to Health or Safety arising out of the Clubs activities. This document details the Club's Medical Plan. The Club's First Aid Plan, Health and Safety Policy and the Spectator Safety Policy document, should be read in conjunction with this document.

### **Purpose**

This medical plan is to give guidance to Newtongrange Star FC committee, staff and players on how the club will deal with medical issues. Newtongrange Star FC are committed to providing a safe and healthy environment for all staff, supporters, or other visitors, and the appointment of qualified first aid officers will ensure that anyone on our premises will have access to first aid assistance should an injury or illness occur. Should it become necessary to require further professional assistance from either doctors or the ambulance service, this plan covers the actions in a range of circumstances.

All Newtongrange Star F C committee members have a duty of care, to themselves and others within the grounds of New Victoria Park, to provide assistance when required, to the level of their competence, including calling on expert assistance when necessary, as set out in this medical plan.

All Newtongrange Star F C recognise the paramount importance of the provision and delivery of medical assistance and support and under no circumstances will take any intentional risk to an individual or group of individuals' health or wellbeing. Where there is any doubt in managing a situation of this nature, the clear instruction from the Committee at Newtongrange Star F C is to call the appropriate emergency service(s) at all times.

The club have an association with a local registered Doctor who can be called upon, not necessarily to give immediate advice at any incident, but to generally support the club through advice in delivering effective medical facilities and medical plan.

### **1. Spectator Safety**

### **Medical illness**

Spectators and staff may suffer from a medical emergency when in attendance at the stadium. Certified First Aid personnel will be in attendance at every home game in a ratio of 1:1,000 up to the approved capacity. There is a first aid room located at the side of the pavilion and is equipped with a suitable first aid kit.

### **Injury from slip/trip/fall**

Spectators and staff may suffer from an injury as a result of a slip, trip or fall in the stadium. Certified First Aid personnel will be in attendance at every home game in a ratio of 1:1,000 up to the approved capacity

### **Fire in the stadium**

A fire in the stadium may result in burns injuries & smoke inhalation to spectators & staff. Crush injuries may occur as a result of crowd surging if evacuation is not properly controlled. Certified First Aid personnel will be in attendance at every home game in a ratio of 1:1,000 up to the approved capacity. The club has ensured appropriate fire extinguishers are located where required and have a valid fire safety certificate.

### **Explosion in the stadium or structural collapse**

A collapse of any part of the stadium may result in injuries to staff and spectators. Certified First Aid personnel will be in attendance at every home game in a ratio of 1:1,000 up to the approved capacity. In the event of an evacuation scenario, the evacuation procedures will come into effect.

### **Contingency**

Newtongrange Star F C has a contingency plan, which confirms the roles of all agencies in the event of a major incident. In the event of a major incident or medical emergency, the necessary services whether; Police, Fire or Ambulance will be immediately called to attend. The local hospital is located in Edinburgh (Royal Infirmary of Edinburgh 51 Little France Crescent EH16 4SA approx. 5.3 miles 14 minutes) with the ground well accessible through the local road network. Timings are based on normal traffic levels.

### **Crowd surge or crushing**

Spectators and staff may suffer from crush injuries. Certified First Aid personnel will be in attendance at every home game in a ratio of 1:1,000 up to the approved capacity.

New Victoria Park has been subject to an independent inspection by officers from Midlothian Council to assess both the maximum covered and maximum uncovered spectator areas, the capacity was assessed at 1,356.\* Appropriate written documents are held by the club to this effect. The Council document also references compliance in relation to the Safety of Sports Grounds Act 1975.

*\*January 2020*

If an attendance of over 1,000 is anticipated arrangements will be made to have a suitably trained doctor in attendance. The whereabouts of the doctor in the ground will be made known to first aid personnel and key members of the club committee. The doctor will normally be situated in the dug-out area. Ambulances will be called as part of an emergency situation as required.

For crowds under 1,000 the provision of a doctor at the ground will not be possible, but the practice of calling emergency services as required will still be followed.

## **2. First Aid Procedures**

As the club does not attract large crowds on a regular basis, our main focus is on ensuring that spectators and players are supported by proficient first aiders and facilities and that access to professional medical support is via a clear and well understood route should more serious action be required.

### **First Aid Officers**

Newtongrange Star F C will train an appropriate number of personnel to the standard of Sports Injury Training. *The club will have a minimum of two appropriate personnel one of which shall have a valid and recognised NSFA certificate.*

Newtongrange Star F C will maintain a register of all personnel who have a valid Sports Injury certificate.

Newtongrange Star F C will ensure that a minimum of one person holding a Sports Injury certificate will be present at each game.

### **First Aid Officers Responsibilities:-**

First Aid Officers must provide initial first aid attention when necessary to members of staff

and the public whilst within the grounds of New Victoria Park. They will remain with an injured or ill person until no further treatment or assistance is required, or until the person is handed over to ambulance or other medical personnel, unless the first aider's personal safety is at risk. They will recognise their limitations and only administer or carry out duties that have been included in their training. They will ensure the Club's accident book is updated for the treatment of any person in relation to any injury/incident. The Club accident book is kept in the Committee office. They are aware of the location of the Clubs first aid kits and medical room.

### **First Aid Kit**

Newtongrange Star F C and Newtongrange Star F C under20s will have available at each home game a mobile first aid kit. Newtongrange Star F C will have available a static wall mountable first aid kit located in the medical treatment room. This cabinet will meet the requirements of the Health and Safety (First Aid) (1981) act and will be suitable for up to 50 persons.

Newtongrange Star F C will ensure that all first aid kits under their control are fully stocked and will carry out regular audits on the contents and arrange to replenish supplies when required. Also available at New Victoria Park will be 1 defibrillator which will be present pitch side at all home/away fixtures and training sessions. The Club will ensure appropriate training for its use.

### **Players**

The club recognises that the player's health and fitness are fundamental to the success and reputation of Newtongrange Star F C and Newtongrange Star F C under20s. The club deals with this under the following headings:

#### **Fitness**

Keeping player's fitness is viewed by the club as critical, and qualified people are appointed by the club to ensure that the players' fitness is at a level that will equip them to play to their capabilities and be less prone to injury. The players will train a minimum of twice per week at venues funded by the club with first aiders in attendance.

#### **Health**

The club is not equipped to deal with the wider health issues of the players. Any player who complains of illness or displays apparent symptoms of illness will be referred to their own GP.

**Initial injury**

If a player is injured at training or during a game, they will be examined by a first aider. If the injury is not within the first aiders capability to deal with, the player will be examined by the club's Sports Therapist or referred to either their own GP, or to the hospital in extreme cases.



## **9. HANDLING OF PYROTECHNIC DEVICES**

Newtongrange Star F C complies with Section 15.13c of the Guide to Safety at Sports Grounds which advises that ground management must adopt and enforce a clear policy to prevent/prohibit spectators from taking flares or fireworks into New Victoria Park.

Club officials and stewards are instructed to monitor/search spectators for evidence of pyrotechnics as part of their wider role of ensuring spectator safety. The Safety Officer will lead the management of any incident involving pyrotechnic devices.

The following notice is placed outside entrances to New Victoria Park

“THE SPORTING EVENTS CONTROL OF ALCOHOL ACT 1985 (1985 ACT) (as amended by the Public Order Act 1986)

It is an offence for a person to have in their possession any firework/flare/smoke bomb etc. whilst attempting to enter or whilst in any part of New Victoria Park which is in sight of the pitch, and provides police with the power to search people and to arrest persons committing offences under the Act.”

Club officials are aware of the following issues with pyrotechnic devices:

- A flare can become unstable and react in a different way to that intended
- Hand flares and rockets can readily ignite and cause fires and/or burns to people
- Any burns caused by a flare are likely to be severe
- Smoke bombs generate “cold smoke” but the chemical reaction which creates the smoke generates heat likely to cause burns to people attempting to move them
- The discharging of a smoke bomb etc. may cause crowd disruption due to people quickly trying to get away from the immediate area
- Smoke from flares etc. can cause breathing problems

- Once a flare has been set off they cannot be easily extinguished and will burn for between 30 – 60 seconds following which it will no longer discharge any light or smoke

Handling of flares, smoke bombs or fireworks:-

Provided there is no immediate threat of escalation or injury, it is safer to allow the flare to burn out before any action is taken

- If a burning flare is dropped on the floor, clear the area and cover the flare with sand. The flare may continue to burn through the sand and therefore further sand may need to be poured on top to minimize the effect of the flare. Once light ceases, use a welder's glove or similar to remove the remains by the handle and place in a metal bucket of water for at least half an hour
- Use one of the buckets of sand spread round New Victoria Park to place the smoke bomb in and then cover with more sand
- As smoke from a device discharged in New Victoria Park may become visible to supporters in other parts of the ground the Safety Officer MUST announce a prepared PA Announcement which reassures people.

## **10. SMOKING AND ALCOHOL POLICY**

### **Smoking Policy**

The Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 state that no smoking is allowed in premises that are wholly or substantially enclosed.

Smoking in No-Smoking areas is strictly forbidden. This includes all enclosed buildings within the ground, including the spectator stand. Those who do not comply with the smoking policy will be liable to a fixed penalty fine and/or criminal prosecution by law.

Newtongrange Star F C will endeavour at all times to ensure players, officials, customers and spectators are fully compliant.

### **Alcohol Policy**

Alcohol is not permitted to be brought into the Ground.

Anyone found to be in possession of alcohol or under the influence of alcohol or drugs will be refused entry or removed from the Ground. The Club reserve the right to immediately call the police if they have any concerns in these respects.

No alcohol can be served whilst the game is being played.

The door from the Hospitality Lounge to the Ground shall remain closed at all times whilst alcohol is being either served or consumed.

## **11. GROUND REGULATIONS**

1. All matches are played in accordance with the Rules and Regulations of the Scottish Football Association, the Scottish Premier League, The Scottish Football League, The Scottish Lowland Football League and The East of Scotland Football League.

2. Play is not guaranteed to take place on any particular day or at any particular time. The Club with agreement of the East of Scotland Football League may change its advertised fixtures without prior notice and without liability.

3. All supporters attending New Victoria Park must pay for admission in accordance to advertised conditions and rates including season tickets and concessions.

4. Unauthorised persons are not permitted to enter upon the field of play. All persons are required to keep off the playing surface and stay on the spectator side of the park barriers.

5. Only persons specifically authorised by the Club are permitted to offer match programmes, food, beverages or any other articles or substances for sale in the Ground.

6. The obstruction of access ways, exits and entrances, stairways and like places is strictly forbidden. Nobody entering the Ground shall be permitted to climb any structures within the Ground.

7. Mobile telephones and other communications devices are permitted within the Ground provided that they are used for personal and private use only.

8. The use of foul or abusive language; racist, discriminatory or sectarian remarks, songs or chants; and the promotion or endorsement of any political organisation are not permitted within the Ground or on the Club's property. Newtongrange Star F C have a separate Anti-Discrimination Policy, document reference.

9. Please note it is an offence punishable by law for any person to enter or attempt to enter the Ground:

- Whilst in possession of a prohibited container which is capable of containing liquid and which if thrown would be capable of causing injury to another person.

- Whilst in possession of alcohol.
- Whilst drunk.
- Whilst in possession, or under the influence, of any illegal substances.
- Whilst in possession of any article or substance whose main purpose is the emission of a flare for purposes of illuminating or signalling or the emission of smoke or a visible gas
- Any article which is a firework.

And all persons entering the Ground may be searched by the Club Stewards.

10. Articles which could, or might be used as a weapon, or to cause offence, or which are regarded by the Club or the Police as dangerous or unsafe are not permitted within the Ground. This includes items such as knives, fireworks, smoke canisters, air-horns, flares, weapons, dangerous or hazardous items, laser devices, bottles, glass vessels, cans, poles and any article that might be used as a weapon and/or compromise public safety. Any person in possession of such items will be refused entry to the Ground, or if found within the Ground they will be asked to leave.

11. All persons entering the Ground may be required to submit to search by stewards to prevent prohibited articles which might be used to cause injury or damage other persons, or property being brought into the Ground.

12. The throwing of any objects whether on to the pitch, or surrounding area, or otherwise, is not permitted.

13. Persons using the car parking facilities adjacent at the Ground entirely at their own risk in respect of their persons, the vehicle and any personal property left therein. The Club will not accept responsibility for any damage, accidents or losses.

14. Persons using the car parking facilities adjacent to the ground are reminded to park in a respectful manner and be mindful of other vehicles.

15. Spectators are required to exit the Ground in an orderly manner as soon as practicably possible after the end of each game.

16. In the event of an emergency within the Ground instructions on any necessary course of action will be announced over the Club public address system. Spectators must follow the advice given in such announcements, or directions given by Club Stewards. Newtongrange Star F C have separate Contingency Plan, document.

17. At all times, the right of admission is reserved by the Club.

18. All persons entering the Ground are admitted subject to these Ground Regulations and to the applicable Rules and Regulations of Scottish Football Association, the Scottish Premier League, The Scottish Football League, The Scottish Lowland Football League and The East of Scotland Football League.

19. All persons entering the Ground are admitted subject to any applicable laws and/or byelaws in place whether local or nations.

**20. ENTRY TO THE GROUND SHALL BE DEEMED TO CONSTITUTE UNQUALIFIED ACCEPTANCE OF ALL THESE RULES AND REGULATIONS. FAILURE TO ADHERE TO THEM MAY RESULT IN SEIZURE OF SEASON TICKET, OR THE PERMANENT BAN FROM ATTENDING ANY FUTURE HOME GAMES.**

21. The Club reserves the right for its servants, stewards, and agents, and for members of the police force to remove from the ground any person who does not comply with Ground regulations and with the rules and regulations of Scottish Football Association, the Scottish Premier League, The Scottish Football League, The Scottish Lowland Football League and The East of Scotland Football League, or whose presence in the Ground is or could reasonable be construed as constituting a source of danger, nuisance or annoyance to other spectators.

**N.B Any breach of Ground Regulations may result in ejection or action by the Police.**

**Approved by the Committee**

**Newtongrange Star F C**

**January 2020**