



# Filby Playing Field Committee

## Playing Field Health and Safety Policy

### 1 Introduction

1.1 This Health and Safety (H&S) Policy and practice is based on applying common sense to the use and maintenance of Filby Playing Field's pitches, facilities and equipment to ensure that there is a safe environment in which the hirer's activities are carried out.

### 2 Filby Playing Field Committee role

2.1 The Committee takes its legal responsibility for ensuring H&S on the Playing Field, within its changing rooms, within the Village Hall and within its Club Room, very seriously.

2.2 This policy does not cover the children's play area, by the Bowls Club, which is separately administered by Great Yarmouth Borough Council.

2.3 Copies of this policy are displayed in Officials', Home Team and Away Team Dressing Rooms. It is also available on Filby Village Halls Website <http://www.filbyvillagehall.org.uk/>.

### 3 The Committee's H & S commitment

3.1 Filby Playing Field Committee is committed to the H&S of everyone using its facilities by carrying out the following duties:

3.1.1 Ensuring the Committee has public liability insurance and adheres to the policy.

3.1.2 Undertaking regular, recorded risk assessment of all activities taking place on the field and its changing rooms.

3.1.3 Creating a safe environment by putting such H&S measures in place as identified by any risk assessment.

3.1.4 Making sure all hirers understand what the Committee is responsible for and what the hirer is responsible for.

3.1.5 Ensuring that all members of the hirer's teams (i.e. players [both home and away, if appropriate] and officials) are aware of, understand and follow the Filby Playing Field H&S policy and procedure.

3.1.6 Ensuring sufficient overflow parking to eliminate parking on the grass to avoid damage to playing surfaces.

3.1.7 Provision of adequate signage around the facility to communicate important safety messages and information to users.

3.1.8 Ensuring a minimum of damage to Playing Field surfaces in the event that parking on the grass is necessary, for stall holders, during major events.

## 4 Hirers' Responsibilities

4.1 Hirers are responsible for conducting their own Risk Assessments and communicating these to the bookings secretary at the time of the booking.

4.2 Hirer's are responsible for checking the playing areas they are to use, before use, to remove obvious dangers (e.g. broken glass, dog waste) and to fill rabbit holes, mole holes, etc.

4.3 Hirers should remove broken glass and dog waste to the bins provided.

4.4 Hirers should ensure that participants and spectators remove all rubbish and deposit this in the bins provided before finishing the hire.

4.5 Hirers should make pitch repairs before their event commences.

4.6 Where the hire is for a team sport, Team Managers (home and away) and Match Officials, after inspection, must all sign and date Filby Playing Field's Safety Register (see Section 6 below) to approve the pitch for their use. This would include approval of any pitch repairs. It is the responsibility of the home team manager to ensure that the Register is signed before commencing any match.

4.7 Hirers for other events such as fetes, firework displays, dog shows and sports days must carry out an inspection of the field, immediately before the event, and approve its use by signing and dating Filby Playing Field's Safety Register. It is the responsibility of the person hiring the Playing Field to ensure that the Register is signed before commencing any match.

4.8 Any failure to sign and date Filby Playing Field's Safety Register may result in the suspension of that and future hires.

4.9 Sports hirers must ensure that all participants are given the appropriate level of training and competition by regularly assessing individual ability dependent on age, maturity and development.

4.10 When football is played, hirers must adhere to the FA's Goalpost Safety guidance (web link - <http://www.thefa.com/goalpostsafety>) to ensure goalposts are safe to use.

4.11 Hirers are responsible for their own pitch marking. When marking the pitch, hirers should follow guidelines recorded in the FA's PDF 043\_line-marking.pdf at [www.thefa.com/~media/files/thefaportal/governance-docs](http://www.thefa.com/~media/files/thefaportal/governance-docs)

4.12 Hirers are responsible for ensuring that normal and emergency operating procedures are in place and followed by all participants.

4.13 Hirers are responsible for ensuring their Senior Representatives know where and how access is gained by emergency services to the pitch / changing facilities. Hirers are reminded that key sets for the Playing Field includes keys for the gate barriers which must be raised to allow access for Emergency Vehicles.

4.14 Hirers should ensure that all gates and barriers are locked on completion of their hire.

4.15 In the event of an incident thought to be attributable to a pitch defect, photographs should be taken of the alleged defect as soon after the incident as possible.

4.16 Hirers are responsible for providing access to adequate first aid facilities, telephone and, if necessary, a qualified first aider at all times. The Village Hall has first aid facilities but none are provided in the Playing Field Changing Rooms.

4.17 Hirers are responsible for ensuring their organisation has sufficient people with a recognised and up to date emergency and first aid qualification (arranging training as required).

4.18 Sports hirers are responsible for providing their own Pitch Side Medical Care.

4.19 All Accidents must be recorded on the Accident report form as soon as possible after the accident. There is an accident report form attached to this policy and an accident book in the First Aid room. After recording accidents these must be shared with the booking secretary as soon as possible so that adequate investigation can take place and possible action can be taken in relation to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

4.20 Football hirers are responsible for adhering to the FA's Safeguarding policies & practices - web link...

[http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/~/\\_media/Files/PDF/TheFA/SafeguardingPolicyTemplate.ashx/SafeguardingPolicyTemplate.pdf](http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/~/_media/Files/PDF/TheFA/SafeguardingPolicyTemplate.ashx/SafeguardingPolicyTemplate.pdf)

... to ensure the H&S of all players aged under 18;

4.21 Hirers are responsible for the good behaviour of both participants and spectators.

4.22 Hirers are responsible for the safe use of Filby Playing Field's changing rooms.

## **5 Responsibilities of Hirer's Participants**

5.1 Every participant has a responsibility to:

5.1.1 Take reasonable care of their own H&S and that of others.

5.1.2 Co-operate with the hirer's Senior Representative on H&S issues.

5.1.3 Correctly use all equipment provided or used by the hirer and Filby Playing Field Committee.

5.1.4 Not to interfere with or misuse anything provided for their own H&S or welfare.

## 6 Filby Playing Field's Safety Register

6.1 Filby Playing Field's Safety Register is a blue hard-backed notebook. It is held in the Officials' Changing Room.

6.2 After carrying out a pitch inspection and, if necessary, pitch repairs, the following information should be recorded for sports events...

Date  
Time  
Event (*e.g. Caister Roma Gladiators U12 vs Waveney Panthers U12*)  
Write '*Pitch Approved by*'  
Sign Official  
Sign Home Team Representative  
Sign Away Team Representative

6.3 Similar appropriate information should be recorded for other types of events.

6.4 In the event that the condition of the pitch is not approved, the event should not take place and a refund should be made of any hire charge.

6.5 The reason for cancellation should be recorded in the register and a member of the Playing Field Committee should be informed as soon as possible.

## 7 Hazards & Risks

7.1 A hazard is something with the potential to cause harm to an individual. This can be an object, an activity or even a substance.

7.2 A risk is the likelihood that the hazard may or will cause the harm associated with the hazard.

7.3 Risks are normally categorised as:

7.3.1 Low - no risk or minimal risk of injury.

7.3.2 Medium - some risk of injury.

7.3.3 High - high risk of injury.

## 8 Risk assessments

8.1 Risk assessments are a very useful way to identify hazards, and to assess and address the risks that the hazards present. See the flowchart at **Annex A**, which sets out the risk assessment process to follow.

8.2 It is the hirer's responsibility to carry out their own risk assessments.

## 9 Examples

9.1 See the table at **Annex B** setting out examples of H&S risk assessments.

9.2 These are provided for illustration purposes only and hirers are responsible for generating their own Risk Assessment documents.

### Risk assessment process

Signed for and on behalf of Filby Playing Field Committee...

**Chairman**  NO  YES

**Secretary**  NO  YES

**Date**  HIGH  MEDIUM  LOW

Can Hazard be Reduced to bring Risk into Low Category

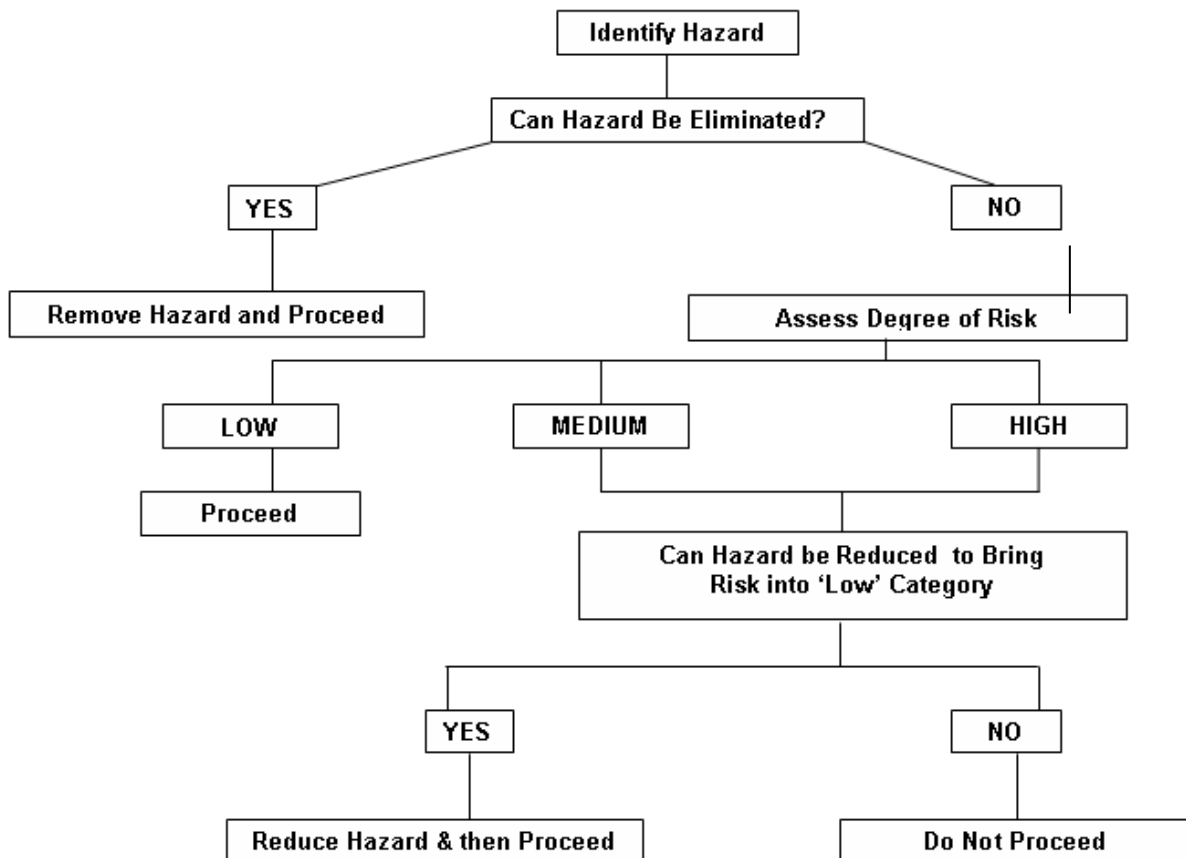
NO  YES

Do Not Proceed / Reduce Hazard & then Proceed

Remove Hazard and Proceed

Proceed

### Risk assessment process



## Examples of H&amp;S risk assessments

<b>Example of a Playing Field Risk Assessment</b>			
<b>Hazard</b>	<b>Control Measures In Place</b>	<b>Risk Factor</b>	<b>Further Control Measures</b>
<b>Playing Field Surface</b>			
General state of the Playing Field Surface	Committee members to approve event by signing off Filby Playing Field's Safety Register	Medium/high	Refer matter to Filby Playing Field Committee
Uneven ground			Fill holes
Presence of holes			Remove debris
Presence of foreign objects			
<b>Line Marking</b>			
Hazardous line markings	Committee members to approve marking by signing off Filby Playing Field's Safety Register	Low	Committee's policy is to allow hirers to mark with non-hazardous material only
<b>Weather</b>			
Weather extremes	Committee or hirer to call the event off in the event of extreme weather	Low/medium	In the event of waterlogged pitch, refer matter to Filby Playing Field Committee
<b>Safety</b>			
Spectator Safety	Committee to review hirer's spectator safety measures	Medium	
Roadside Parking	Local police to be advised of need to cone off Playing		

	Field entrances during major events		
Playing Field Parking	Parking to be supervised during major events		

### Example of a Football Club Risk Assessment

Hazard	Control Measures In Place	Risk Factor	Further Control Measures
<b>Pitch Surface</b>			
General state of the pitch	Referee and Team Managers to check state of pitch immediately before match and approve play by signing off Filby Playing Field's Safety Register	Medium/high	Refer matter to Filby Playing Field Committee
Uneven ground			Fill holes
Presence of holes			Remove debris
Presence of foreign objects			
<b>Weather</b>			
Weather extremes	Referees or hirers to call the game off in the event of extreme weather	Low/medium	In the event of waterlogged pitch, refer matter to Filby Playing Field Committee
<b>Goal Post Safety</b>			
Goalposts (both permanent and temporary)	Goalposts on pitch should be checked by referee before each match.	Medium/high	Follow FA and BSI guidelines when purchasing goals and do not use goals with metal cup hooks.
Danger of collapsing			
Injuries from metal hooks used to secure goal nets			
<b>Footballs</b>			



Balls too hard	Referee to check	Low	Balls pumped to appropriate pressure.
Ball damaged (peeling leather)			Balls are thrown away when the leather peels off.
<b>Footwear</b>			
Inappropriate footwear for conditions (danger of slipping/risk of injury) sharp studs	Referees checks footwear for sharp studs before matches	Low	Clubs are responsible for making sure their players wear footwear appropriate for the surface they are playing on, and to check their studs regularly.
<b>Jewellery</b>			
All jewellery has to be removed or taped up before a match.	Referee to check	Low	Each player to be responsible for removing their own jewellery before matches
<b>Conduct of Players</b>			
Dangerous play/physical violence	Play to FA rules. The referee can caution or send off players in breach of these rules.	Medium	All coaches to have a relevant and up to
Physical injuries from normal play	Players should warm up and cool down properly before and after matches.		
	Team manager has access to an adequately stocked first aid kit		

			date first aid qualification.
	Players with injuries or medical complaints should let these be known to their manager.		Encourage players to take basic first aid training.
	Players must wear shin pads.		
	Coverage by club injury insurance.		
Dehydration/Exhaustion	Water bottles are provided by players		Further drinks can be bought on the day

**Accident/Incident report form**

(To be filled in by the Hirer in charge at the time of the accident / incident)

Hirer's name: ..... Tel no:.....

Address:.....

Postcode: .....

**About the person involved in the accident / incident**

Full Name: .....Tel no:.....

Address:.....

Postcode: ..... Male/ Female.....Age:.....

**About the accident/incident**

Date & Time & Place.....

Activity taking place at time.....

Description of incident.....

.....

.....

.....

**Action Taken**

Action taken by Hirer:

.....

.....

.....

Were the emergency services called (if yes, provide details):.....

.....

Action taken by Medic (if appropriate) .....

.....

Diagnosis (if known):.....

**Witness 1**

Full Name: .....Tel no:.....

Address:.....

Postcode: .....

**Witness 2**

Full Name: .....Tel no:.....

Address:.....

Postcode: .....

**Signatures**

Signature of Hirer.....

Signature of Person involved (if possible): .....

Signature of Witness 1 .....

Signature of Witness 2 .....