



Normal Operating Procedures for Lichfield Hockey Club Artificial Turf Pitch

Devised August 2009

CONTENTS

- 1. PITCH USAGE**
- 2. HEALTH & SAFETY**
- 3. MEMBER TRAINING**
- 4. RISK ASSESSMENT**
- 5. REPORTING OF ACCIDENTS AND INCIDENTS**
- 6. RIDDOR**
- 7. FIRST AID**

I PITCH USAGE

Any use of the Pitch must be authorized by Lichfield Hockey Club or the Joint Management Committee of Lichfield Cricket & Hockey Club. The user must have available to them whilst on the pitch:

- A first aid kit
- Access to a phone
- An up to date phone list of those taking part in the session.

2 HEALTH AND SAFETY

The Health and Safety at Work Act (1974) and the Management of the Health and Safety at Work regulations (1992) places a duty of care on employers and clubs towards their staff, members and also in our case the general public.

A comprehensive Health & Safety Document is available in the clubhouse.

At all times when using the pitch the safety of the players, umpires and general public must be paramount.

3 MEMBER TRAINING

The Club has a duty of care to the members of the public who use the club facilities. It also has obligations as an employer, under the Health and Safety at Work Act 1974.

It is the Joint Management Committee and Hockey Club Committee's responsibility to ensure that members are adequately trained and that training is both suitable and sufficient.

When any hockey coaching session occurs on the pitch the coach should be a level 2 coach, or above, or the coach should be under the control of a level 2 or above coach.

4 RISK ASSESSMENT

The requirement for the committee and its' employees to carry out risk assessments was detailed in the Management of Health and Safety at Work Regulation (1992). This regulation re-enforced and developed further the Health and Safety at Work Act (1974). A formal risk assessment has been completed, with reviews carried out on a rolling programme.

Your Role in Risk Assessment

The documentation may be carried out by the management team, however your role as a members of the club is very important for it is through you that the risks are very often minimised.

IT IS YOUR RESPONSIBILITY TO REPORT DEFECTS OR INCREASED RISKS. ONCE REPORTED TO THE Committee or Management Committee, IT BECOMES A MANAGEMENT RESPONSIBILITY TO ACTION REPAIRS OR MINIMISE RISKS.

5 REPORTING OF ACCIDENTS AND INCIDENTS

ALL accidents and incidents however minor or major must be reported and the appropriate form must be completed fully.

The forms are to be completed in full by the coach or home captain involved or initially made aware of the accident/incident. Help can be given by members of the committee as necessary. Once completed the form must be passed to the secretary of Lichfield Hockey Club. NOTE: It is imperative there is no delay in passing the form to management as some accidents may be reportable under R.I.D.D.O.R. (1995).

Any accident involving members of the public who are taken to hospital must be reported the secretary of the Lichfield Hockey Club.

6 R.I.D.D.O.R

(The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (1995)

ALL ACCIDENTS - WHETHER INVOLVING MEMBERS OF THE PUBLIC MUST BE REPORTED TO THE SECRETARY OF THE CLUB USING AN INCIDENT/ACCIDENT REPORT FORM

ACCIDENTS WHICH RESULT IN: -

- Death
- Absence from normal work for more than 3 days.
- Fracture of a major bone (not in the hand or foot).
- A person being retained in hospital for more than 24 hours unless only for observation.
- Any notifiable dangerous occurrence i.e. violence to staff, collapse of lift, hoist, crane, explosion or fire (including a boiler), electrical short circuit or overload which results in downtime over 24 hours, sudden release of harmful or flammable liquid or gas, collapse of scaffolds or parts of the building, any cases of acute ill health from exposure to infected material etc.

7 FIRST AID

First Aid Kits

Lichfield Hockey Club has portable kits allocated to each captain and the Bar/Kitchen. The minimum requirements for all portable first aid boxes are as follows: -

Finger Dressings	Medium Dressings
Large Dressings	Ex Large Dressings
Assorted Adhesive Plasters	Triangular Bandages
Adhesive Roll	Eye Pads
Sterile Water disposable containers (300ml)	Safety Pins

It is the responsibility of the Captain to carry out a regular inspection of the First Aid Kits, replenishing supplies as necessary. However, following major accidents where supplies are diminished, captains should replenish from supplies kept in the selection room.

ALL INCIDENTS REQUIRING FIRST AID SHOULD BE RECORDED

Review date: 30.09.2018

Signed:

Chairman: D Willenbruch