

Health & Safety Policy (v1.0)

1. Policy Statement

Wilmslow Hockey Club is committed to providing a safe environment for all players, coaches, officials, and spectators at the club. This policy aligns with England Hockey's (EH) Planning Safe Hockey guidelines and complies with UK health and safety legislation.

2. Legal Framework

This policy is guided by the following legislation:

- **Health and Safety at Work Act 1974** – Establishes the duty of care for employers, employees, and volunteers.
- **Management of Health and Safety at Work Regulations 1999** – Requires risk assessments and implementation of safety measures.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013** – Mandates reporting of serious injuries and incidents.
- **Control of Substances Hazardous to Health (COSHH) Regulations 2002** – Covers safe handling of cleaning and maintenance substances.
- **First Aid at Work Regulations 1981** – Ensures provision of adequate first aid facilities.

3. Responsibilities

3.1 Club Responsibilities

- Ensure compliance with **EH's safety standards** and UK legislation.
- Conduct **risk assessments** before training sessions and matches.
- Provide **first aid** and **CPR facilities**, including an **AED (Automated External Defibrillator)**.
- Maintain an injury reporting system in line with **RIDDOR 2013**.
- Ensure members are aware of and adhere to this policy.

3.2 Health & Safety Officer

- Oversee policy implementation and compliance with **Health and Safety at Work Act 1974**.
- Ensure risk assessments are completed and reviewed regularly.
- Organise **first aid training** in accordance with **First Aid at Work Regulations 1981**.
- Ensure an appropriate **first aid kit** is provided to all captains, coaches and junior managers

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- Track compliance of coaches, captains and managers in relation to their responsibilities to complete risk assessments and training.
- Maintain records of incidents and safety improvements.

3.3 Committee Responsibilities

- Ensure that all members are aware of, understand and follow this policy.
- Support the Health & Safety Officer in enforcing safety measures.
- Ensure adequate funding for safety equipment, first aid and training.
- Review and update the policy annually.

3.4 Members' Responsibilities

- Follow club safety guidelines and report hazards.
- Use appropriate protective equipment (e.g., shin guards, mouthguards, facemask).
- Assist in identifying safety risks and maintaining a safe playing environment.

3.5 Coach Responsibilities

- Ensure that members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Carry out Risk Assessment before each training session
- Complete training: England Hockey "Planning Safe Hockey" (online)
- (For Safeguarding, Coaches are required complete appropriate Safeguarding training and a DBS check.)

3.6 Captains'/Manager's Responsibilities

- Ensure that members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure first aid kit available at training and matches.
- Ensure at least one team member has relevant first aid training.
- Carry out Risk Assessment before each match
- Complete training: England Hockey "Planning Safe Hockey" (online)
- (For Safeguarding, Captains (or a delegate(s)) are required to complete a DBS check and the England Hockey "Basic Safeguarding training" (online)).

4. Risk Assessments

- Conducted before every training session and match.
- Identify hazards such as playing surface conditions, weather, travel and equipment safety.

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- Implement control measures to minimize risks.
- Document findings and actions taken.

5. First Aid & Emergency Procedures

- At least one qualified first aider present at all club activities.
- First aid kits available at training and match venues.
- CPR facilities, including an AED, maintained at the club.
- Suspected concussion: [apply EH Policy](#): 'If in doubt, sit them out' and don't return to sport within 24 hours.
- Emergency contact details for all members kept on record.
- Medical conditions for all members kept on record and accessible to captains/coaches/managers.

6. Compliance & Review

- This policy will be reviewed annually by the committee.
- Updates will reflect changes in **EH's safety guidelines** and UK legislation.
- Members will be informed of any amendments.

7. References

- EH Planning Safe Hockey:
<https://www.englandhockey.co.uk/governance/safeguarding/planning-safe-hockey>
- EH Injury Reporting: <https://www.englandhockey.co.uk/governance/safeguarding/injury-reporting>
- WHC Injury reporting process:
<https://www.wilmslowhockey.org.uk/clubDocuments#:~:text=Injury%20reporting>
- WHC Risks Assessments:
<https://www.wilmslowhockey.org.uk/clubDocuments#:~:text=Health%20&%20Safety>

8. Version History

Version	Content	Date
V0.1	Initial draft for review	19 th Sep 2025 JEG
V1.0	Approved by committee	13 th Oct 2025