



Safe Activity Procedure – 2017/2018

Details:

The steps below are to be applied each week of the published football season to ensure the health, safety and welfare of attendees and volunteers (club coaches).

Location:

Fishbourne Playing Fields adjacent to Fishbourne Centre, 46 Blackboy Lane, Fishbourne

Activity Involved:

Saturday morning football & published dates for tournament/football clinics

Activity Set up:

- Pre-check playing areas to ensure it is safe for activity to proceed e.g. not effected by adverse weather, pesticide spraying or unfit ground conditions
- Check playing areas for any foreign/dangerous materials and dispose of correctly
- Ensure suitable attendee/club coach group ratios to run the activity, maintain control, provide proper coaching and safeguard attendees
- Confirm presence of Club Welfare Officer or nominated assistant(s)
- Confirm at least 2 volunteers have fully charged mobile telephones
- Confirm availability of first aid kit & first aider for session
- Confirm at least one club coach has record of emergency contact numbers with relevant medical/allergy data for attendees
- Spare supply of blank parental consent forms available for new starters etc
- Check condition of activity equipment & set up of playing areas, securing goals to the ground with safety hoops & layout of playing areas with visible coloured markers
- Check availability of coloured bibs to facilitate safe coaching & football sessions
- Advise attendees and/or parents/guardians about first aid cover for the session
- Remind attendees that shin pads must be worn during session and to remove any dangerous items e.g. jewellery, watches etc. before activity starts.
- Ensure attendees are wearing appropriate clothing to suit weather conditions, have sufficient refreshment and if required relevant medication, sunscreen etc. available
- Remind parents/guardians and/or attendees about adherence to Code of Conduct & FA Respect doctrine.

At End of Activity:

- Dismantle, collect & secure all equipment safely with attendees helping as part of cool down exercise
- Remove & secure all records pertaining to attendees
- Check and clear playing areas of any debris, litter or discarded clothing
- As far as reasonably practicable, ensure attendees are collected by their respective parent/guardian or have confirmed other arrangements for collection after activity has finished.
- If any attendee is not collected, after making telephone calls to parent or guardian, contact Social Services or the police for assistance.

(Revised 01/09/17)