



## **NORMAL OPERATING PROCEDURES**

### **1. SUPERVISION OF TRAINING SESSIONS**

- At least one first aider must be available for each team during every training session or match. Where players are of mixed sex, both a male and a female first aider should be available.
- Each team should have at least one qualified coach with at least two disclosed adults present at each training session or match.
- There must be an adult: child ratio of at least 1:10.

### **2. PLAYER MISBEHAVIOUR**

Should unacceptable behaviour continue a final warning will be given by the coach.

If the rules are continually disobeyed, the player may be asked to leave the session. The player's parent/guardian will be contacted and asked to collect them. If they are not available, the player will be asked to sit at the side of the session in warm clothing.

### **3. RISK ASSESSMENT**

Regular and recorded risk assessments will be carried out for all on and of site activities.

- Identify potential hazards, which could reasonably be expected to result in significant harm.
- Identify who might be harmed.
- Existing controls are to be considered – is the risk of significant harm low/unlikely, medium/possible or high/probable.
- Where the risk is identified as medium or high, appropriate action is to be identified.
- If the risk is low, further precautions are considered optional and the activity may proceed.
- Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds.
- If the risk is high, the risk should be significantly reduced before the activity commences.

#### 4. INJURY AND INCIDENT REPORTING

In order to comply with legislation, it is a legal requirement to immediately report all accidents and dangerous occurrence incidents.

This report must be made to the Committee who shall make a detailed record in the accident book of the accident/dangerous occurrence and decide if the HSE should be informed.

All incidents which require police involvement (i.e. theft, assault) must be recorded in writing by completing an accident/incident report form.

There is a statutory requirement to keep accident records for a period of 3 years.

#### 5. ERECTING AND DISMANTLING EQUIPMENT

All equipment must be erected and dismantled with due regard for the health and safety of self or other members. In all cases equipment shall be set up in accordance with best practice as defined by the SYFA, manufacturers, suppliers and any training.

Under no circumstances should high-risk equipment be left unattended once erected.

Members should only be asked to erect equipment in which they have previous experience, knowledge or training.

All identified defective equipment should be removed to a safe and secure place of storage and marked 'out of order'. Defective equipment must be brought to the attention of the Committee who shall make arrangements for repair and/or replacement.