



Ventnor Cricket Club - Steephill Rd, Ventnor PO38 1UF - [01983 852506](tel:01983852506)

HEALTH & SAFETY POLICY

Drafted: August 2023; Updated and Approved by VCC Exec: 04 July 2024

1. Overview

All cricket clubs within the UK have a duty of care to those who play at, work in or visit their Club. Clubs with paid employees have a duty of care as described in the Health and Safety at Work Act 1974 (HASAWA). This Act requires all employers to provide a **safe working environment** and look out for the health of their employees wherever their place of work.

Ventnor Cricket Club (VCC) acknowledges both its legal obligations and general duty of care to all players, members, and visitors of the Club. As set out in this policy document, the Club operates in accordance with HASAWA and follows good health and safety practice.

*Please note that this document does **not** address safeguarding which is addressed in other Club Policy documents.*

2. Aims

VCC aims at all times to:

- Provide adequate monitoring and control of the H&S risks arising from Club activities
- Consult with members on matters affecting their H&S
- Provide information, instruction and supervision for members
- Ensure all members and staff are competent to do their tasks and to give them adequate training
- Prevent accidents and cases of ill-health related to cricket activity
- Maintain a healthy environment for members
- Make explicit the procedures in regard to: first aid provision; dealing with an accident or incident (including accident reporting); safety guidelines for cricket; risk assessments;
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances.

3. Commitments

To support this H&S policy statement, VCC is committed to the following general duties to:

- Undertake regular, recorded risk assessments of club premises and all activities undertaken by the club
- Create a safe environment by putting H&S measures in place as identified by the assessments. ‘Safe environment’ includes: a safe ‘place of work’ (including fire safety, cleanliness, waste management and handling of harmful substances); proper facilities (including clean and adequate toilets, clean drinking water, heating/air conditioning as is relevant and the regular checking and maintenance of kitchen facility appliances); safe equipment.
- Provide access to adequate first aid facilities, telephone and where possible a qualified first aider
- Record, and where required report, any injuries, incidents or accidents occurring during any club activity or whilst on the club premises
- Ensure that all members are aware of, understand and follow the Club’s H&S policy
- Appoint a competent club member to assist with H&S responsibilities (the Club H&S Officer)
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness
- Ensure that all players are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development
- Follow ECB guidelines for young cricketers.

In addition, it is the duty of all club members, coaches, volunteers, staff, participants, spectators and all others involved in cricket to:

- Co-operate with the Executive Committee on all H&S matters
- Take reasonable care of their own H&S
- Act responsibly
- Do everything they can to prevent injury to themselves and colleagues
- Correctly use equipment provided by the Club
- Not interfere with or misuse anything provided by the Club for health, safety or welfare
- Report all H&S concerns to either the Club’s Secretary, Chair of House Committee or Facilities Manager (for the latest contact details of these individuals at any time, please see the club’s main website, www.ventnorcc.co.uk).

4. Responsibilities

Ultimate responsibility for the H&S of VCC activities - and for reviewing and ensuring that the Club’s H&S policy is implemented and its requirements, including first aid functions, are put into practice - rests with the VCC Executive Committee (VCC-EC). It is the duty of the VCC-EC so far as is *reasonably practicable*, to: (i) ensure the health, safety, and welfare of all cricket participants; (ii) prevent personal injury; and (iii) maintain a safe and healthy place for recreation.

Responsibility for VCC H&S activities is delegated on a day-to-day basis to the Club’s Finance and Facilities Sub-Committee (F&F) which reports to the VCC-EC. This committee may, at its discretion, appoint a dedicated volunteer health and safety officer.

Responsibility for specific areas is as follows. To ensure safe:

- Senior Matches - Team Captain(s)
- Junior/Youth Matches - Junior/Youth Coach(es)

- Junior/Youth Training and Practice - all Coaches present
- Nets Practice (indoor and outdoor) - all Coaches present; Team Captains for Senior Players
- Changing Rooms - coach(es) for Youth/Juniors; Captains for Seniors
- Plant & Equipment (including ground-machinery, covers, sight-screens, scoreboard, scoreboard) - Groundsmen/Facilities Sub-Committee
- Handling and use of substances - Groundsmen/Facilities Sub-Committee outdoors; VCC Executive Committee/Bar Manager indoors.

In addition, responsibility is as follows for:

- Providing information, instruction and supervision - Coaches at Junior/Youth training and matches; Team Captains for Senior Teams; VCC-EC, all other matters
- Accidents, first aid and activity related ill health – F&F
- Emergency procedures (fire and evacuation) – F&F
- First aid - trained staff/coaches are responsible for maintaining first aid supplies for their own group/area.

5. Risk Assessment Procedure

This risk assessment procedure is designed to meet the requirements of HASAWA (H&S at Work Act 1974), and to ensure secure provision for the health, safety and welfare of all club members, coaches, volunteers, staff, participants and spectators (including away team staff, visitors and players, and all others involved in cricket). Specifically:

- Once annually, and usually immediately prior to the playing season's commencement, F&F/the Club H&S Officer, accompanied if feasible by an appropriate professional, will undertake a risk assessment (RA) for both the Club's main Steephill playing venue and for any other ground for which the Club holds legal responsibility from time to time
- By agreement with Club chair and/or F&F chair, F&F may delegate part of the RA to another responsible officer – for example, but not limited to, the bar area to the Bar Manager, the use of outdoor plant and equipment to the Groundsman etc.
- Following the annual RA and as soon as reasonably practicable, F&F will provide a report to the VCC-EC that sets out each risk identified and, where appropriate, ***preventative actions***
- In turn, VCC-EC will take all reasonable steps to act upon areas of concern and F&F will advise the VCC-MC when complete.

In addition, the Club H&S officer will:

- Undertake quarterly inspections of a list of major safety issues as agreed with the chair of F&F
- Ensure that once annually prior to the season's commencement, a standard risk assessment checklist is circulated to all coaches and captains for all training, matches and related events for which they hold responsibility.

6. Safety Procedures - General

6.1 Accident Procedures

- Do not move anyone with major injuries and/or who appears dazed/unconscious (see also 6.3 Concussion)
- Seek immediate help from other coaches/club officials so that you can stay with, and listen carefully to, the injured person. Stay calm and, in particular, check carefully whether there is any danger of further injury and, if so, mitigate that danger if safely possible so to do.
- Seek immediate help from any medically or paramedically-qualified person on site but in their absence and/or if in any doubt whatsoever, nominate someone to call the emergency services and then wait for them to attend
- If the incident involves **children/U18s**, ensure that the rest of the group are safe and adequately supervised; inform the child's parents if they are present, or nominate an appropriate person to telephone them and advise them of the incident
- If the incident involves minor injuries, alert any First Aider on site to take appropriate action
- Post-accident, on the following day, make a follow-up call or visit the next day with the injured party and/or their parents.

6.2 Accident Reporting

In the event of any accident, incident or injury, however minor, the responsible coach, captain or other VCC officer should prepare, as soon as reasonably possible, a brief summary report and forward copies to the Club H&S Officer, to the VCC-MC for review at its next meeting, and also, in the case of children/U18s, to the Club Safeguarding Officer.

Specifically, the Club H&S Officer is also responsible for:

- Ensuring that coaches are aware of the requirement and process of completing an Accident Report following **ALL** accidents/injuries
- Logging and filing all accident reports, including reporting within Play-Cricket for the purposes of the ECB Injury Surveillance project.

6.3 Concussion

If you suspect that an injury has caused concussion, please note the most common symptoms include: dizziness; nausea; unsteadiness on feet; confusion; slurred speech and blurred vision. The ECB offers extensive concussion-related resources: www.ecb.co.uk/about/policies/concussion/resources

6.4 Defibrillator

Defibrillators are an essential piece of medical kit for H&S in sport; they are an important part of the chain of survival, along with calling the emergency services and starting CPR (cardiopulmonary resuscitation). Performing CPR and using a defibrillator can double a person's chance of survival if they have suffered from a cardiac arrest. VCC has an on-site defibrillator (Cardiac Science G3) at the Steephill Ground.

6.5 Emergency Services/Hospital Etc (in relation to the Steephill Ground)

- The nearest Emergency Department (A&E) is located at St Mary’s Hospital, Parkhurst Road, Newport, PO30 5TG, Tel: [01983 822099](tel:01983822099).
- There is also a separate Urgent Treatment Centre (UTC), sometimes called a Minor Injuries Unit (MIU) located at St. Mary’s Hospital for minor injuries.
- The nearest GP surgery is: Ventnor Medical Practice (Acute Hub), 102 Albert Street, Ventnor, PO38 1EU. Tel: 01983 857288.
- Alternatively contact the NHS telephone advice service (non-emergency) on 111.

6.6 Evacuation and Fire Procedures

(A) General:

If there is need to evacuate the premises on a training night or match day, direct all those involved (playing and non-playing) to the nominated Assembly Point (in the case of the Steephill Ground, the main club car park area) and then take a register and/or assess whether everyone is present.

(B) Fire in the buildings:

- In the event of discovering a fire in the pavilion, sports hall or other buildings or in the event of hearing the alarm call, raise the alarm by shouting “FIRE”
- Evacuate all those in immediate danger via the nearest exit and direct them to the Assembly Point – Main Car Park (between VCC and the Ventnor Botanic Gardens)
- Close doors and windows as leaving – if safe to do so – to enclose the fire
- **Do not** put yourself in immediate danger or take personal risk
- **Do not** stop to collect personal belongings
- **Do not** re-enter the building until told it is safe to do so by the Fire Services
- Report to the person in charge (club officer or coach) at the Assembly Point
- The person in charge will take a register if appropriate or otherwise assess to ensure that everybody has safely evacuated the building
- A senior coach/member or club officer should phone the Fire Services on a mobile phone from a position of safety away from the fire or at the Assembly Point
- Ensure that the Fire Services can access the ground

(C) Fire in the grounds or surrounding trees and hedges:

- Raise the alarm by shouting “FIRE”
- Evacuate those in immediate danger to a position away from the fire but near an exit from the grounds
- Fully evacuate the area if required to the Club Car Park if safe to do so, or to another safe area if not
- **Do not** put yourself in immediate danger or take personal risk
- **Do not** stop to collect personal belongings
- A senior coach/member or club officer should phone the Fire Services on a mobile phone from a position of safety away from the fire
- Ensure that the fire services can access the ground.

6.7 First Aid Kits

(A) Steephill

- There is a large permanent full First Aid Kit in the Steephill Pavilion building
- After any use, the Steephill Kit should always be replaced and any refills required notified to the Club H&S Officer
- The Club H&S Officer will also checks and restock the Steephill Kit periodically.

(B) Match-Kits

- All coaches have an emergency first aid kit including ice packs in their kit bags that they will carry, wherever practical, for all training sessions, matches and events they attend.
- The target stock list for each 'coach-kit' is as follows:
 - ✓ Grab Bag x 1
 - ✓ Waterproof Plasters (10) x 1
 - ✓ Big Plaster 7.5cm x 10cm x 4
 - ✓ Blunt/Blunt Scissors x 1
 - ✓ 4sport Foil Heat Blanket x 1
 - ✓ Yellow Self Seal Disposable Bag x 1
 - ✓ Cleansing Wipe (Alcohol Free) x 6
 - ✓ Double sided low adherent dressing 10 cmx 10cm x 1
 - ✓ Non- Woven Swabs 10 x 10cm (5) x 1
 - ✓ Crepe Bandage 7.5cm x 4.5m x 1
 - ✓ Instant Cold Pack x 2
 - ✓ Sterile Dressing 12 x 12cm x 2
 - ✓ Nitrile Gloves Medium/Large (pair) x 2
 - ✓ Petroleum Jelly BP 200g x 1
 - ✓ 4sport Finger Tape 2.5cm x 4.5m x 1
 - ✓ 4sport Zinc Oxide Tape 1.25cm x 13.7m x 1
 - ✓ Eye pad dressing x 2
- Coaches are responsible for ensuring that their emergency first aid kits are fully stocked at the start of each season and for replenishing anything used by contacting the Club H&S Officer for supplies.

6.8 First Aid Practice and Qualifications

F&F/the Club H&S Officer is responsible for:

- Ensuring that wherever feasible all coaches hold a current First Aid Certificate (which includes emergency aid) and that they are aware of their responsibilities
- Maintaining an up-to-date list of coaches holding a current first aid certificate
- Monitoring first-aid certificate expiry dates.

7. Safety Procedures – Playing

(A) Net Coaching

VCC coaches should:

- Check and ensure that the area and equipment is safe for the type of activity which is to take place
- Check that no damage or danger to property or persons is reasonably likely to occur
- Ensure good net discipline and monitor participants continually during the session
- Discourage the deliberate and frequent bowling of fast short-pitched deliveries.

(B) Outfield Practice

When players practice on the outfield they should do so in positions which minimise the risk of injury to fellow cricketers and spectators and damage to property.

(C) Outdoor Play

Umpires are the sole judges of whether pitches are playable and conditions are fit for play. If no certificated or appointed umpires are present, the captains will make this decision. Law 42.8 concerning fast intimidating bowling should be strictly enforced.

(D) Young Cricketers

VCC endorses and adopts the recommendations made in the following ECB guidelines:

- ECB Fast Bowling Directives
- ECB Fielding Directives
- ECB Safety Guidance on the Wearing of Helmets by Young Players
- ECB Junior Crickets Playing in Adult Matches
- ECB Girls Playing in Boys Age Group Cricket.

8. Policy Status and Principal Contact

Updated: May 2024

Approved: Executive Committee, 16 May 2024

Contacts: Ron Cook, Club Secretary

Fiona Newnham, Chair of House Committee

Bill Nichols, Facilities Manager, bill.nichols2023@outlook.com; 07831 604643.

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