

# Appendix 4

## Irish FA's Health and Safety Policy

Staff and volunteers who provide football activities for children and young people have a duty to undertake a risk assessment of the environment in which they are operating to ensure that all Health and Safety requirements have been met.

If staff use a local authority facility (e.g. a council or school), a pre-existing Health and Safety Policy should be in place at this venue. It is your responsibility to familiarise everyone involved with the relevant aspects of the policy and to adhere to the guidelines outlined in the document.

Health and Safety Guidance - Creating a Safe Playing / Working Environment

- Consider the nature of the activity.
- Consider the experience and qualifications of the coaches and / or volunteers.
- Staff and volunteers should be made aware of their role and responsibilities.
- Children and young people should be properly supervised at all times, with a satisfactory ratio of coaches and volunteers to children and young people.

The Irish FA recommends the following guidelines for supervision ratios:

- No staff member or volunteer should work in total isolation, and must always ensure there is additional adult supervision available to support them in case of emergencies.
- When working with children between five to eight years of age, a coach-child ratio of 1:16 children (maximum) must be adhered to by staff.

- When coaching children aged nine to 16 years of age, staff are required to work on a coach-child ratio of 1:20 (maximum).
- The level of supervision required will also depend on the experience and qualifications of staff and volunteers.
- Consider if there are special needs within the group.
- Staff and volunteers must only use proper, recommended equipment. Equipment should only be used under the supervision of a staff member or volunteer.
- Think about where the activity will be carried out. Is the playing area within safe boundaries and away from vehicular traffic?
- Are there sufficient sanitation and changing facilities?
- Is the playing surface free from ice, debris, glass, dog excrement etc.?
- Is Public Liability Insurance in place and does it cover everyone involved?
- Will the group be mixed? If so, will there be both male and female supervision?
- What will the age range be? (Children and young people should participate in similar or equal age bands.)
- Do you have access to mobile telephones and emergency contact numbers?
- Will the area have mobile phone coverage in the event of an emergency?
- Do you know what the fire procedures are and where the emergency exits are located?



- A qualified First Aider with a First Aid kit should always be present.
- Accident and incident report forms should be carried at all times and completed after an accident or incident has occurred. All accidents and incidents must be reported to parents and guardians upon collection or immediately depending on the seriousness of the injury. The Child Welfare Department should be made aware of serious accidents or incidents (see Appendices 9 and 10).
- Assess the toilet and changing facilities.
- If the activity is taking place in a sports centre, community or council venue, familiarise the group with the venue's safeguarding procedures and guidelines.
- In the event of transport being required, this should be provided and supervised by staff (volunteers in case of emergency only) in possession of a current valid driving licence, with appropriate insurance in place and in road-worthy vehicles only. Permission must be sought from parents and guardians prior to any transport being facilitated.
- Ensure the establishment and maintenance of a coaching register together with up-to-date contact details.
- Parents and guardians must be kept fully informed. This includes giving them access to the Irish FA's Safeguarding Children and Young People Policy and Procedures upon request.

