

Stockport County Football Education

Health & Safety Policy



Football Education

Originator: Lucy Connell (Head of Education)
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 Review Interval: Annual
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 Approved by: Sarah Donohoe (TCG)

in partnership with
 **STOCKPORT
COLLEGE**

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1 Health and Safety Policy Statement

1.1 Stockport County Football Education is fully committed to providing a safe environment for all staff, students, volunteers, parents/carers and other visitors from the general public. As “the employer”, Stockport County Football Education will promote safety, health and welfare of all participants, in all activities, at all times and considers such issues to be of the utmost importance. This policy is intended to help achieve this by clarifying responsibilities for health and safety matters across the organisation to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with all statutory requirements and codes of practice.

1.2 As the employer, Stockport County Football Education proposes to pay particular attention to:

- (a) The provision and maintenance of a safe place of work, a safe system of work, safe equipment and a safe and healthy working environment for all staff and students.
- (b) Engage and consult with employees, service users and other stakeholders who may be affected in the day-to-day health and safety conditions.
- (c) Ensuring safety with regard to the absence of health risks in connection to the use, handling, storage and transport of all articles, equipment and substances.
- (d) Making regular assessments of risks to employees, students and others who may be affected, and take appropriate preventative and/or protective measures as identified by risk assessment.
- (e) Ensuring all staff and students are provided with appropriate supervision while engaged in Stockport County Football Education activities and through the risk assessment process, are afforded suitable safety and security.
- (f) Taking all steps to reduce and eliminate accidents and ill-health “as far as reasonably practicable” through this policy and all related safety procedures.
- (g) Through effective procedures and communication, ensuring that all staff and students recognise their duty to take reasonable care for the health and safety of themselves and all others.
- (h) Staff, students and others should co-operate fully with the employer to ensure that their obligations are performed or complied with.

1.3 Stockport County Football Education will ensure adequate resources are made available to the relevant people to ensure that the items listed above are implemented consistently and all employees are provided with necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others.

1.4 An annual review of the Health and Safety Policy will be undertaken to ensure it is relevant to the work being undertaken by Stockport County Football Education, the facilities being used and that all legislation quoted is up to date. Where necessary, the policy will be updated, developed and expanded.

1.5 All Stockport County Football Education employees agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act (1974)

and the Management of Health and Safety Regulations (1999), and to generally co-operate with the employer so as to carry out its duties towards them.

- 1.6** This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act (1974) and binds all staff. We request that our students, parents/carers and visitors respect this policy, a copy of which can be obtained on demand.

2 Responsibilities

Establishing and maintaining a healthy and safe workplace is a collective task shared between the employer and staff. This policy, and the rules and procedures contained in it, apply to all staff of the employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, fixed-term staff and any volunteers. Specific responsibilities of staff are set out in the section headed “Responsibilities of All Staff” below.

2.1 Employer responsibilities:

- (a) Taking reasonable steps to safeguard the health and safety of staff, people affected by the employer’s business and programme of activities, and all people visiting its premises/facilities.
- (b) Identifying health and safety risks and finding ways to manage and/or overcome them.
- (c) Providing a safe and healthy place of work and safe entry and exit arrangements, including during a fire or emergency situation.
- (d) Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate personal protective equipment (PPE).
- (e) Providing safe arrangements for the use, handling and transport of equipment and substances.
- (f) Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The employer will give staff opportunities to ask questions and advise who best to contact if they are unsure of how to safely carry out their work or have any concerns.
- (g) Ensuring any health and safety representatives receive appropriate training to carry out those aspects of their role effectively.
- (h) Providing a health and safety induction and appropriate safety training for each employee’s role.
- (i) Promoting open and effective communication and consultation between the employer and staff concerning health and safety matters.
- (j) If an epidemic or pandemic alert is issued, instructions, arrangements and advice to staff will be provided with regard to the organisation of operations and steps to be taken to minimise all associated risks.
- (k) Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

The Board of Trustees has overall responsibility for health and safety and has appointed the Academy Operations Officer, Ryan Jones, as the Nominated Health and Safety Officer with day-to-day

Stockport County Football Education: Health & Safety Policy.doc

responsibility for health and safety matters. Any concerns about health and safety matters should be notified to the Academy Operations Officer.

2.2 Responsibilities of All Staff

2.2.1 General staff responsibilities

All staff must:

- (a) Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- (b) Co-operate with the employer and Nominated Health and Safety Officer to enable compliance with health and safety duties and requirements.
- (c) Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- (d) Consider health and safety issues at the forefront of their working practices and take personal responsibility for the health and safety implications of their actions and omissions.
- (e) Keep the workplace tidy and hazard-free.
- (f) Report all health and safety concerns to the Nominated Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment.
- (g) Fully co-operate with the employer's investigations into any incidents or accidents which has led to injury or could have led to injury.

2.2.2 Staff responsibilities relating to equipment

All staff must:

- (a) Use equipment as directed by any instructions provided from the employer or contained in any written/online manual or instructions for use and according to any relevant training.
- (b) Report any fault with, damage to, or concern about any equipment or its use to the Nominated Health and Safety officer, who is responsible for ensuring the maintenance and safety of equipment.
- (c) Ensure the health and safety equipment (e.g. fire extinguishers, first aid material) is not interfered with.
- (d) Not attempt to repair equipment unless suitably trained and authorised.

2.2.3 Staff responsibilities relating to accidents and first aid

All staff must:

- (a) Properly report any accident at work involving personal injury, however minor or trivial, to the Nominated Health and Safety Officer so that details can be logged and recorded, including any necessary follow-up. The 'Injury Report Form' (see Appendix A) should be filled in by the member of staff present and shared as soon as possible.

- (b) Familiarise themselves with the details of first aid facilities and locations, and who are the trained first aiders at a particular site.
- (c) If an accident occurs, seek help and support from any trained first aider on site and be prepared to provide all necessary details and undertake any follow-up actions required.
- (d) The Nominated Health and Safety Officer is responsible for investigating any accidents and injuries, preparing and maintaining accident records, and for submitting reports under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) if any of the following occur (see www.riddor.gov.uk):
 - Fatal accidents
 - Major injuries
 - Accidents resulting in a period of absence for more than seven days
 - Injuries where any person(s) has to be taken to hospital

2.2.4 Staff responsibilities relating to National health alerts

In the event of an epidemic or pandemic alert, all staff must comply and co-operate with all instructions, arrangements and advice issued by the employer as to the organisation of operations and steps to be taken by staff to minimise risk.

2.2.5 Staff responsibilities relating to emergency evacuation and fire

All staff must:

- (a) Familiarise themselves with the instructions about what to do in the event of a fire which are clearly displayed in at each site.
- (b) Ensure they are aware of the location of fire extinguishers, fire exits, and alternative ways of leaving each building in an emergency.
- (c) Comply with the instructions of fire wardens if there is a fire, suspected fire, or fire alarm (or a practice drill for any of these scenarios).
- (d) Co-operate in fire drills and take them seriously, ensuring all students and other visitors do the same. Fire drills will be held at least once every 12 months.
- (e) Ensure all fire exits, fire notices and emergency exit signs are not obstructed or hidden at any time.
- (f) Notify the Nominated Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which may hinder or delay evacuation in the event of a fire or emergency. This will allow a personalised evacuation plan to be put in place and the relevant personnel informed.

On discovering a fire, all staff must:

- (g) Immediately trigger the nearest fire alarm.

- (h) Attempt to tackle the fire ONLY if they have been trained or feel competent to do so on quick evaluation of the scenario. Nominated members of staff will be trained in the use of fire extinguishers.

On hearing a fire alarm, all staff must:

- (i) Remain calm and immediately evacuate the building, walking quickly without running and calmly encourage students and other visitors to do the same.
- (j) Leave without stopping to collect personal belongings.
- (k) Stay out of any lifts.
- (l) Proceed to the designated evacuation location in the car park.
- (m) Remain out of the buildings until notified by the fire wardens that it is safe to re-enter.

The Nominated Health and Safety Officer is responsible for ensuring fire risk assessments are in place and changes made where required, and in liaison with site managers, ensure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

2.3 Student Responsibilities

All learners must:

- (a) Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- (b) Co-operate with Stockport County Football Education staff so all health and safety measures can be carried out.
- (c) Comply with all safety instructions issued by staff.
- (d) Report any accidents, hazards or concerns to a member of staff.
- (e) Behave in an appropriate manner at all times.
- (f) Not misuse or interfere with anything provided for health and safety.
- (g) Not be under the influence of alcohol, drugs or other substances which could impact on their own or others health and safety.

2.4 Responsibilities of All Others

Any other person working within the facilities, including contractors, partner agencies, or using the facilities (e.g. external organisations hiring the classroom/gym/pitch space) has a duty to ensure that the facilities are safe and healthy places for all. They must:

- (a) Follow all relevant procedures, including use of facilities and emergency situations.
- (b) Report any defects or dangers.
- (c) Take all necessary measures to ensure that their activity does not adversely impact on health, safety and welfare of any employee, student or visitor.

- (d) Co-operate with site staff in order that any statutory regulations may be fully carried out.

3 General Arrangements

Planning is an essential part of the implementation of Stockport County Football Education's Health and Safety Policy and thereby achieving its overall aims and objectives with regard to health, safety and wellbeing of staff, students and others who may be affected by its operations.

3.1 The purpose of effective planning is to ensure that:

- 3.1.1 Suitable and sufficient management arrangements, risk control measures and workplace precautions are designed, developed and installed.
- 3.1.2 The safety management system is effective by operating, maintaining and improving the system to accommodate and reflecting changing needs, priorities and any risks presented by County Academy's activities.
- 3.1.3 The areas covered by these arrangements are:
 - (a) Risk Assessments (see below)
 - (b) First Aid
 - (c) Fire Safety and Procedures
 - (d) Display Screen Equipment
 - (e) Electrical Safety
 - (f) Manual Handling
 - (g) Waste Management
 - (h) COSHH
 - (i) Personal Protective Equipment (PPE)
 - (j) Disabled Access/Additional Needs
 - (k) Personal Emergency Evacuation Plans
 - (l) Provision and Use of Minibuses and Other Vehicles
 - (m) Offsite Activities
 - (n) Offsite Working
 - (o) Appropriate Staff Training
- 3.1.4 These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.
- 3.1.5 Any additional procedures identified as being required by risk assessment or monitoring will be produced and incorporated in the safety management plan.
- 3.1.6 Certain other issues relevant to the management of health and safety, such as the procedures for safe recruitment, staff training, online safety and behaviour management, can be found in other Stockport County Football Education policies.
- 3.1.7 Where appropriate, operational information on any associated areas will be included in Health and Safety documentation and will inform policy review and change.

3.2 Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk, the following procedures for monitoring have been established:

- 3.2.1 An annual Health, Safety and Environment report will be completed to detail the levels of compliance achieved on the standards set by this policy and related procedures.
- 3.2.2 Premises and facilities will be inspected annually to ensure operations and duties are being satisfied and that no health and safety concerns are present.
- 3.2.3 All senior staff are required to routinely and regularly carry out safety tours to inspect the areas within their control, carry out appropriate risk assessments and record details for the purposes of review.
- 3.2.4 All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concerns to their line manager.
- 3.2.5 Records of incidents and accidents are routinely assessed to assist in the risk assessment process and carrying out suitable investigations to determine cause(s) and any remedial measures or actions.

4 Risk Assessment

- 4.1 Risk assessments are required under a number of Health and Safety regulations, principally the 'Management of Health and Safety at Work Regulations' (1999). Stockport County Football Education will ensure "so far as reasonably practicable" that all work activities and those associated with young people, undergo a suitable and sufficient risk assessment process. All significant risks will be recorded and the appropriate measures taken to eliminate or reduce the risk to all who may be affected.
- 4.2 The risk assessment process for all relevant facilities/areas used and all activities undertaken will be completed using the 'Stockport County Football Education Risk Assessment Proforma' (see Appendix B).
- 4.3 In preparation for the education programme starting in September 2023, the following risk assessments will be completed and recorded by Stockport County Football Education leaders and shared with all staff:
 - (a) Stockport Sports Village – Classroom/Communal Space (see Appendix B)
 - (b) Stockport Sports Village (see Appendix C)
 - (c) Edgeley Park – Community Trust Education Space (see Appendix D)
 - (d) Minibus Trips (see Appendix E)
 - (e) Offsite Fixtures and Activities
- 4.4 'Emergency Action Plans' have been created for all locations used for education and football purposes. (See Appendix F for all existing Emergency Action Plans: Stockport Sports Village, Carrington Training Centre, Edgeley Park).

- 4.5** Consent for all students to participate in offsite activities and to travel on a Stockport County Football Education minibuss trip will be obtained from parents/carers at the start of each academic year.
- 4.6** Risk Assessments and action plans will be reviewed and updated annually based on record keeping, issues raised by staff and investigating any accidents or incidents.

5 Non-Compliance with Health and Safety Procedures

Any breach of health and safety rules, regulations or procedures related to this policy will be taken very seriously and is likely to result in disciplinary action against the offender(s), in accordance with the employer's disciplinary procedures, up to and including dismissal.



INJURY REPORT FORM

Name of Student:		Date of birth:	
Date of injury:		Time of injury:	
Training /Match:	Location:	Opponent:	
Staff present:			

Describe what happened to cause the injury:			
Treatment given:			
Loss of consciousness?		Yes/No	
Person sent to hospital?	Yes/No	Ambulance called?	Yes/No
If so – which hospital?			
Parent Informed?		Yes/No	
Name of First Aider:			

Form completed by:	Date:
Follow up:	

Stockport County Football Education Risk Assessment



APPENDIX B

Football Education

Risk Assessment for Stockport Sports Village

See: SCFC Stockport Sports Village Risk Assessment (Excel document)

Contents:

- Pitches
- Equipment
- Player Injury
- Classrooms
- Main Gym
- HIVE Gym
- Dining Area
- Offices
- Dance Studio
- Medical Room
- Toilets
- Car Park
- Covid-19

Stockport County Football Education Risk Assessment



Subject of RA	Classroom space at the Community Trust, Edgeley Park	Date RA created and/or reviewed	September 2023
Task / Activity	Managing the risk of general activities and use of equipment in all indoor spaces	Person(s) RA covers	Staff, students, visitors
Assessor	Ryan Jones	Location of Assessment	Stockport Sports Village

RA Summary / Additional Information

- Managing day-to-day risks of accessing facilities for Level 2 education sessions.
- Ensuring safe movement around the site.
- Setting expectations of conduct and maintaining high standards.

Note: Arrangements must be in place to communicate new and/or revised Risk Assessments to all relevant persons. Older versions must be removed from use (folders / website / staff handbooks / noticeboards) and filed for future reference

Ref No	What are the Hazards?	Who/What is at Risk?	Likelihood/Seriousness	Existing Controls	Further Controls	Action By	Action Complete
1	Slips, Trips , Falls – Moving around the facilities, stairs, walkways, communal areas, equipment, furniture. Minor cuts/grazes Head injuries	Students Staff Visitors	M/M	<ul style="list-style-type: none"> • All spillages/leaks are cleaned up in accordance with COSHH. • Warning signs in place when cleaning. • Permanent caution signs in place on entry to wet/high risk areas. • Any damage reported to SCFC staff • All areas kept clean and tidy, clear of litter and obstacles. 	a. Staff ensure all students adhere to rules / expectations / conduct. b. Students given responsibility for keeping areas tidy.	All	Yes / No
2	Stairs – classrooms located upstairs, accessed through Community Trust entrance. Trips, slips, falls down stairs, cuts/bruises/sprains/fractures	Students Staff Visitors	L/M	<ul style="list-style-type: none"> • Regular checks are completed to ensure areas are free from hazards. • Handrails are available to use for support. • Any maintenance issues are logged and prioritised on maintenance log. • Staggered student movement around site to minimise crowding on stairs. 	a. Staff supervision during entrance/exit.	All	Yes / No

Ref No	What are the Hazards?	Who/What is at Risk?	Likelihood/Seriousness	Existing Controls	Further Controls	Action By	Action Complete
3	Misuse of equipment/ Equipment failure – misuse of all equipment in classrooms, communal areas could lead to injury	Students Staff Visitors	L/H	<ul style="list-style-type: none"> Clear instructions given on equipment use and by whom. Staff and students only to use equipment they are trained/qualified to use. Where piece of equipment is required within a job role adequate training is to be provided. Visual checks should be carried out on all equipment prior to its use with more details checks highlighted in specific equipment's RA's 	b. All equipment only to be used during supervised sessions with coach/teacher/support staff.	All staff	Yes / No
4	Overcrowding – high student number moving around small space of the site and using communal areas	Students Staff Visitors	H/L	<ul style="list-style-type: none"> Limiting group numbers based on room size. Ensuring furniture and equipment is suitably spaced out and walkways are clear. Having a strong staff presence at changeover times and at busy points (e.g. stairs/corridor). 	a. Encourage students to use different communal spaces to actively reduce crowding. b. Identify and explain various uses of parts of the site and stress importance of suitable conduct at all times.	All staff	Yes / No
5	Student Behaviour – inappropriate behaviour could cause accident or injury. Running/chasing/disregard for others/fighting/ verbal abuse	Students Staff Visitors	M/M	<ul style="list-style-type: none"> All students given clear expectation/standards/professional attitude. Staff manage noise levels/behaviour of students in classrooms/communal spaces/walkways/changing rooms. Poor behaviour dealt with appropriately and parents contacted in necessary cases. 	a. Persistent poor behaviour not tolerated and warning system used to manage expectations and remove students from programme if necessary.	All staff	Yes / No
6	Fire Exit / Fire Alarm points – evacuation procedures affected by high numbers. Blocked exits, general obstructions, damaged call points.	Students Staff Visitors	M/H	<ul style="list-style-type: none"> Checks completed in all areas with any maintenance issues reported to SCFC staff and logged accordingly. No obstructions to be placed near fire exits/routes. Fire doors inspected Daily. Fire alarm tested weekly. 	a. Stockport County Football Education staff ensure all staff and students know evacuation procedures and routes. b. Evacuation practices carried out.	Head of Education/ Nominated Health & Safety Officer	Yes / No

Ref No	What are the Hazards?	Who/What is at Risk?	Likelihood/Seriousness	Existing Controls	Further Controls	Action By	Action Complete
7	Toilet Facilities – use of Community Trust facilities. Trapped fingers in doors, entrapment, collisions, bumps and bruises, fractures, head injuries	Students Staff Visitors	L/M	<ul style="list-style-type: none"> Finger guard protectors on all doors. SCFC checks completed in all areas with any maintenance issues logged on maintenance log. Students are informed of appropriate use. Contact with members of the Community Trust team identified. 	a. Specify which toilet facilities are to be used during sessions.	All staff	Yes / No
8	Electrocution from all equipment – electrical equipment found in all classrooms/communal spaces potential to cause electrocution.	Students Staff Visitors	M/H	<ul style="list-style-type: none"> Annual PAT testing on all electrical equipment. Faulty machines put out of order and turned off until rectified by maintenance team or external contractor. Equipment added to maintenance log and prioritised. 	a. Students given clear instructions on equipment use. b. Staff to supervise and monitor usage.	All staff	Yes / No
9	Delivering First Aid – Students will access first aid from identified members of staff with first aid training.	Students Staff	H/M	<ul style="list-style-type: none"> Staff provided with adequate first aid training. First aid provisions stored in relevant places. PPE provided (such as gloves and face masks) to protect against infection/contamination. Staff are not to administer ANY form of medication, unless specified on parent consent forms. 	a. Ensure all medical consent forms are updated and information secured appropriately.	First Aid trained staff	Yes / No

County Education Risk Assessment – Minibus Travel



Subject of RA	Minibus Travel	Date RA created and/or reviewed	September 2023
Task / Activity	Managing the risk of minibus/coach travel on County Education/Academy business	Person(s) RA covers	Staff, students
Assessor	Ryan Jones / Trip Leader (TL):	Location of Assessment	Minibus / Travel

RA Summary / Additional Information

- All students will need to travel to away fixtures and other related activities they undertake with the Football Education programme.
- Minibuses will be driven by appropriately qualified staff, including Stockport County Football Education employees.
- Coach travel will involve hiring from a reputable coach company.
- A parental consent form will be obtained for all students at the start of each academic form for away fixtures and travel.

Note: Arrangements must be in place to communicate new and/or revised Risk Assessments to all relevant persons. Older versions must be removed from use (folders / website / staff handbooks / noticeboards) and filed for future reference

Ref No	What are the Hazards?	Who/What is at Risk?	Likelihood/Seriousness	Existing Controls	Further Controls	Action By	Action Complete
1	Unqualified/ Inexperienced driver – all passengers will be uninsured / could result in road traffic accident	Students Staff Serious injury/ Fatality/ Safety of other road users	L / H	<ul style="list-style-type: none"> • Only drivers who have appropriate D1 certification on their Driving Licence can drive a minibus that is not a 'Flexilite' model. • Only drivers over the age of 21 and holding driving licence for minimum 2 years can drive Flexilite model minibus. • Driving Licence checks carried out as part of annual review. • Drivers must comply with all identified safety procedures. • All authorised minibus drivers must report any medical condition in accordance with DVLA guidelines. • All authorised drivers must regularly familiarise themselves with minibus driving guidelines and the Highway Code. • Drivers to follow best practice in respect of driving hours and rest periods. • Drivers must not take substances which affect their ability to drive (including alcohol/drugs). • Drivers must report any medication that may affect their ability to drive. • Drivers must follow all highway rules (e.g. speed limits). 	<ul style="list-style-type: none"> a. Ensure records of minibus drivers held centrally. b. Check driving licences annually to ensure eligibility and record any changes to circumstances. c. Check medical issues, including eyesight – ensure all drivers have an up-to-date eye test certificate. 		Yes / No

Ref No	What are the Hazards?	Who/What is at Risk?	Likelihood/Seriousness	Existing Controls	Further Controls	Action By	Action Complete
2	Mechanical Failure – leading to an accident or incident	Students Staff Serious incidents/ Breakdown / Being stranded	L / M	<ul style="list-style-type: none"> Minibuses will be hired/leased from a reputable company with their own maintenance procedures in place to assure vehicles are roadworthy. Drivers should carry out a general vehicle inspection before every journey to ensure it is roadworthy. Drivers report any defects / concerns immediately. 	a. Ensure minibuses are only hired through local, reputable suppliers. b. Ensure accessibility requirements prior to hire/lease.		Yes / No
3	Passenger Behaviour – moving around vehicle / distracting the driver resulting in accidents or incidents	Students Staff Serious injury/ Fatality/ Safety of other road users	M / H	<ul style="list-style-type: none"> Only vehicles with seatbelts for all passengers to be used. Before departure, driver checks minibus aisles and exits are clear and passengers are wearing seatbelts. Staff to ensure all passengers remain seated and wear seatbelts. Staff manage noise levels/behaviour of passengers to ensure driver is not distracted. 	a. Drivers must ensure passengers aware they must remain seated and wear their seatbelt whilst the vehicle is moving and that items should be stored safely inside the vehicle.	TL / Driver	Yes / No
4	Driver Ill Health / Fatigue – leading to road accidents	Students Staff Serious injury/ Fatality/ Safety of other road users	L / H	<ul style="list-style-type: none"> Trip leader must ensure driver is happy to undertake the journey. Drivers must report any medical/health issues that could affect their ability to drive. Ensure route planning takes journey time and distance into consideration. 	a. Plan for two drivers to share journey if driving long distances.	TL / Driver	Yes / No
5	Severe Weather – road accidents or incidents more likely in bad weather / can make it dangerous to drive	Students Staff Serious injury/ Fatality/ Safety of other road users	L / M	<ul style="list-style-type: none"> Trip leader must check weather forecast so necessary arrangements can be made if driving in difficult weather conditions (e.g. snow/ice/heavy rain) – allow more time for travel, adjust speed and braking distances, cancelling trip. Driver responsible for making decision on safety of travel. 	a. Ensure weather conditions are taken into account and discussed with all relevant staff. b. Decide what action needs to be taken (e.g. cancelling trip). c. Explore alternative travel arrangements.	TL / Driver	Yes / No

Ref No	What are the Hazards?	Who/What is at Risk?	Likelihood/Seriousness	Existing Controls	Further Controls	Action By	Action Complete
6	Vehicle Collisions – injuries could occur as a result of a collision / road traffic accident with another vehicle	Students Staff Serious injury/ Fatality/ Safety of other road users	L / H	<ul style="list-style-type: none"> • If an incident occurs, driver to stop in a safe position and switch off engine. • If possible, driver/staff to assess immediate passenger safety. • In the event of further danger (e.g. fire/further traffic accidents), the driver should get passengers off the vehicle and into a place of safety. • Only if safe to do so, driver to display warning triangle to warn other motorists of the danger. • Once in place of safety, call Emergency Services and County Education contact to notify them of the situation. • In a serious incident, attempts should be made to record relevant details (e.g. other driver(s), Police involvement). 	a. Ensure EPOC (Emergency Point of Contact) is in place and contact details are up to date and available. b. Nominated staff to take charge.	TL / Driver	Yes / No
7	Emergencies – unexpected situations could occur / not reacting to an emergency situation appropriately	Students Staff Serious injury/ Fatality/ Safety of other road users	L / H	<ul style="list-style-type: none"> • Parental consent form for Minibus/Coach journeys collected for all students of the programme at the start of the academic year. • Ensure students with any health conditions have suitable medication/equipment (e.g. inhalers / EpiPens) • Parents are responsible for ensuring contact details are up to date. • Ensure mobile phone is accessible to make emergency contact. 	a. Ensure trip leaders have all suitable documentation and contact details for all students. b. Ensure EPOC is aware of trip and available – or states an alternative.	TL	Yes / No

EMERGENCY ACTION PLAN



**Football
Education**

Club Name:	Stockport County FC
Site address:	Stockport Sports Village, Lambeth Grove, Woodley, Stockport
Postcode:	SK6 1QX
Telephone:	0161 494 3140
Aim:	This document is intended to deliver an effective medical response in the event of a student, member of staff, visitor, match official, spectator or member of the public in the case of an EMERGENCY ACCIDENT OR INCIDENT whilst at this venue
Emergency procedure	In Case of Emergency seek nearest member of staff or Call 112 or 999 (Upon completing the above the member of staff will make a call to the emergency services, please describe incident or accident as you assessed. The emergency services will determine whether to provide medical, police or other emergency service. If you or a member of staff determine the environment as safe, then nominate a person to direct the ambulance or other emergency service on arrival to the injured person or area of concern)

FIRST AIDERS / COACHES INFORMATION	
Name	Mobile Number
For queries about this EAP	
Ryan Jones (Academy Operations Officer)	07977944452
Lucy Connell (Head of Education)	07583131969
See relevant staff member for first aider on the day of a match	
Tanya Audas (Physio)	07977038065
Georgia Greenhalgh (Physio)	07977038065
Michael Raynes (Head of Football)	07749525780
Tony Coyne (U18 Coach)	07833142496
Jordan Robinson (U18 Coach)	07855989837
TBC (Coach)	*****
TBC (Coach)	*****

FIRST AID EQUIPMENT AND FACILITIES	
Item	Location
Defibrillator	Situated behind reception desk – Access Code not required Physio has additional portable defib
Stretcher	Situated under the stands to the balcony area
First Aid Room	Situated in physio room

ACCESS ROUTES	
For Ambulance	Car Park easily accessible
From Pitch to Ambulance	Pitch access on Pitch 1. Walkways to all other pitches kept clear.

OTHER INFORMATION	
Nearest A&E / Trauma Hospital:	Stepping Hill Hospital, Poplar Grove, Hazel Grove, Stockport. SK2 7JE

Fastest Route to A&E / Trauma Hospital:	CLICK LINK- view (theaa.com)
Distance & Journey Time:	16 mins
Nearest Walk-in Centre:	Stepping Hill Hospital, Poplar Grove, Hazel Grove, Stockport. SK2 7JE
Alternative Trauma Hospital:	Southmoor Rd, Roundthorn Industrial Estate, Wythenshawe, Manchester M23 9LT

Reviewed by: **Ryan Jones**

Date: **01/08/23**



EMERGENCY ACTION PLAN

Club Name:	Stockport County FC
Site address:	Carrington Lane, Carrington, Manchester
Postcode:	M31 4AE
Telephone:	0844 499 4994
Aim:	This document is intended to deliver an effective medical response in the event of a student, member of staff, visitor, match official, spectator or member of the public in the case of an EMERGENCY ACCIDENT OR INCIDENT whilst at this venue
Emergency procedure	In Case of Emergency seek nearest member of staff or Call 112 or 999 (Upon completing the above the member of staff will make a call to the emergency services, please describe incident or accident as you assessed. The emergency services will determine whether to provide medical, police or other emergency service. If you or a member of staff determine the environment as safe, then nominate a person to direct the ambulance or other emergency service on arrival to the injured person or area of concern)

FIRST AIDERS / COACHES INFORMATION	
Name	Mobile Number
For queries about this EAP	
Ryan Jones (Academy Operations Officer)	07977944452
See relevant staff member for first aider on the day of a match	
Tanya Audas (Physio)	07977038065
Georgia Greenhalgh (Physio)	07977038065
Michael Raynes (Head of Football)	07749525780
Tony Coyne (U18 Coach)	07833142496
Jordan Robinson (U18 Coach)	07855989837
TBC (Coach)	*****
TBC (Coach)	*****

FIRST AID EQUIPMENT AND FACILITIES	
Item	Location
Defibrillator	Situated – entrance to the smithy bar (left out of changing rooms-0159)
Stretcher	Situated in the first aid room
First Aid Room	Situated in the main building lower floor (corridor to the right 1 st door on the left)

ACCESS ROUTES	
For Ambulance	Car park easily accessible outside Sale FC building. Sharp turn off main road. Signposted Stockport County FC
From Pitch to Ambulance	Through the gates on the grass pitches and along the pathway into the car park

OTHER INFORMATION	
Nearest A&E / Trauma Hospital:	Salford Royal, Stott Lane, Salford. M6 8HD (16-minute drive) Or University Hospital of South Manchester (Wythenshawe Hospital) Southmoor Road, Wythenshawe, Manchester. M23 9LT (10-minute drive)
Fastest Route to A&E / Trauma Hospital:	https://www.theaa.com/route-planner/route?from=Carrington,%20Manchester%20M31%204AE,%20UK&to=Salford%20M6%208HD,%20UK https://www.theaa.com/route-planner/route?from=Carrington,%20Manchester%20M31%204AE,%20UK&to=Wythenshawe,%20Manchester%20M23%209LT,%20UK
Distance & Journey Time:	16 mins or 10 mins
Nearest Walk-in Centre:	Salford Royal, Stott Lane, Salford. M6 8HD (16-minute drive) Or University Hospital of South Manchester (Wythenshawe Hospital) Southmoor Road, Wythenshawe, Manchester. M23 9LT (10-minute drive)
Alternative Trauma Hospital:	Southmoor Rd, Roundthorn Industrial Estate, Wythenshawe, Manchester M23 9LT

Reviewed by: **Ryan Jones**

Date: **01/08/23**



EMERGENCY ACTION PLAN

Club Name:	Stockport County FC
Site address:	Edgeley Park, Hardcastle Road, Edgeley, Stockport
Postcode:	SK9 3DD
Telephone:	0161 266 2700
Aim:	This document is intended to deliver an effective medical response in the event of a student, member of staff, visitor, match official, spectator or member of the public in the case of an EMERGENCY ACCIDENT OR INCIDENT whilst at this venue
Emergency procedure	In Case of Emergency seek nearest member of staff or Call 112 or 999 (Upon completing the above the member of staff will make a call to the emergency services, please describe incident or accident as you assessed. The emergency services will determine whether to provide medical, police or other emergency service. If you or a member of staff determine the environment as safe, then nominate a person to direct the ambulance or other emergency service on arrival to the injured person or area of concern)

FIRST AIDERS / COACHES INFORMATION

Name	Mobile Number
For queries about this EAP	
Ryan Jones (Academy Operations Officer)	07977944452
See relevant staff member for first aider on the day of a match	
Michael Raynes (Head of Football)	07749525780
Lucy Connell (Head of Education)	07583131969
Chris Pownall (Schools Manager, Community Trust)	07816127590

FIRST AID EQUIPMENT AND FACILITIES

Item	Location
Defibrillator	Situated – in main club reception – no code required
Stretcher	Situated in the first aid room
First Aid Room	Situated in Cheadle End stand close to kitchen

ACCESS ROUTES

For Ambulance	Ambulance can park directly outside entrance to the Community Trust building on Hardcastle Road.
From Pitch to Ambulance	N/A – Indoor space in use only

OTHER INFORMATION	
Nearest A&E	Stepping Hill Hospital, Poplar Grove, Hazel Grove, Stockport. SK2 7JE
Fastest Route to A&E	https://www.theaa.com/route-planner/route?from=Edgeley%20Park,%20Hardcastle%20Road,%20Edgeley,%20Stockport,%20UK&to=Stepping%20Hill%20Hospital%20Accident%20%26%20Emergency,%20Poplar%20Grove,%20Stockport,%20UK
Distance & Journey Time:	10 mins

Reviewed by: **Ryan Jones**

Date: **01/08/23**