

# Farmers Cricket Club

Ground: Farmers' Field, Rue de la Vignette, St Martin, Jersey



## HEALTH, SAFETY & OPERATING POLICY & GUIDELINES 2018-2021

Document Purpose	Policy and Procedures
Title	Health, Safety & Operating Policy & Guidelines
Author	Mr G Kynman on behalf of Farmers Management Committee
Target Audience	Farmers CC Members & Visitors
Description	Farmers Cricket Club recognises the importance of health and safety and having operating procedures. We will take measures as far as reasonably practicable, to ensure the health and safety of members and visitors.
Approval Route	Management Committee
Date Approved	<b>February 2013</b>
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## **1. Policy Statement**

Farmers Cricket Club recognises the importance of health and safety and will take measures as far as reasonably practicable, to ensure the health and safety of playing members, social members and visitors whilst having access to the playing fields, club house and field maintenance equipment. In order to achieve this Farmers CC will aim to:-

- Maintain safe conditions for cricket activity
- Members will be encouraged to raise any health and safety concerns to the Committee
- Undertake an assessment of identified risks & take remedial measures as required to minimise
- Provide and ensure maintenance of safe facilities and equipment
- The health and safety of members and visitors will form a key part of the event management planning process
- Farmers CC will record accidents/incidents and will put in place any remedial actions identified so as to prevent re-occurrence
- Consult with our members at the AGM on matters affecting their health and safety
- Ensure all members are provided with adequate safety information
- This policy will be reviewed annually and approved by the members at the AGM.

The management committee has prime responsibility for health and safety in the Cricket club activities. It is the duty of this committee to see that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place of recreation.

It is the duty of all coaches, members, players, spectators and all others involved in Farmers CC to act responsibly and maintain their own health and safety and that of others who may be affected by the club's activities. The person in charge has the authority to exclude an individual from an activity if there is a reasonable risk to the individual's safety or others due to them taking part.

**Farmers Management Committee February 2018**

## 2. Health, Safety & Emergency Operating Procedures – Designated Responsible Officers

To ensure Health & Safety standards are maintained/improved, the following people have responsibility in the following areas:

<u>Activity</u>	<u>Responsibility</u>
1. Ensuring safe matches	Team Captain
2. Ensuring safe nets	Team Captains/Committee
3. Ensuring safe Ground Equipment & handling of substances	Groundsman
4. Ensuring safe Changing Rooms	Team Captain
5. Ensuring safe Tea/Kitchen area (match days)	Tea Person
6. Ensuring safe bar area	Bar Person & Management Committee
7. Consultation with members about health & safety	Management Committee
8. Providing H&S information and instruction	Management Committee
9. Accidents, first aid and cricket activity related ill health	Management Committee
10. Emergency procedures (fire and evacuation)	Management Committee
11. Upholding & Complying to Rules and Directives of the Jersey Cricket Board inclusive Personal Protective Equipment & age restrictions( <i>Refer to Jersey Cricket Handbook</i> )	All Playing Members & Management Committee

### 2.1 Risk Assessments (Appendix 1 & 2)

- A Risk Assessment for each hazard will be carried out to identify which people are at risk of harm from the hazard and whether the risk of harm is **high or low**
- Where the risk is deemed to be high (RAG >15), the management committee will instigate the necessary controls to reduce the risk to an acceptable level
- The Hazards & Risk Assessment will be recorded on the appropriate form (Appendix 1) and kept in the Farmers Cricket Club, Health & Safety File.

### **3. Farmers Cricket Club – Emergency Operating Procedures**

#### **3.1 Farmers Cricket Club comprises of the following;**

- Clubhouse with emergency exits via patio doors & inter connecting rooms
- Kitchen and Bar with first aid kit, fire extinguisher, fire blanket
- Club changing rooms with shower facilities and toilets
- Car parking with spaces for approximately 40 cars
- Grounds mans locked shed & secure equipment
- Cricket Nets

#### **Access to the Facilities**

The facilities are open as required and are available for hire to clubs by arrangement with Mr James Perchard (Club Captain). It is the designated club representative's responsibility to a) ensure that the facilities are used in a responsible manner; b) ensure the security of the building at all times and c) to secure the building before leaving, checking that all areas are cleared. If you notice any damage, please contact Mr Jim Perchard (Grounds man)

Key holders are: - Mr James Perchard  
Mr Jim Perchard

#### **Cleaning and Chemicals on Site**

Cleaning materials are located in the Kitchen cupboard. Users must leave the facility in a condition which they would like to find them. Any club leaving the facilities in an unsuitable condition for the next users may have their booking cancelled.

#### **First Aid**

It is the responsibility of all clubs using the facility to ensure that they provide a first aid kit and that they have a suitably qualified person to administer emergency treatment. A first aid kit is kept in the BAR if this becomes necessary. Please complete an Accident Report form (found in the bookcase) in the case of all accidents. Please advise Gary Kynman (Welfare Officer) immediately if you have used any materials from the first aid kit on site.

## 3.2 Emergencies

The actions to be taken are outlined below and cover the following situations.

- Fire
- Serious injury / fatality
- Structural failure
- Power failure
- Hazardous material
- Lost, found or left child
- Disorderly conduct

### Fire & Evacuation Precautions - FIRE MEETING POINT = CRICKET PITCH

Fire alarms are situated throughout the clubhouse. The fire panel is next to the main clubhouse door. When the alarm sounds all users must leave the area immediately via the nearest exit and assemble on the cricket pitch. The importance of evacuation procedures in any serious emergency cannot be overstressed to users of the facility but SMOKE IS THE WORST ENEMY. Always investigate the source of smoke, feeling the door for heat with the back of your hand, wisps of smoke from the edge of the door, keep the door shut if you suspect that there could be fire behind it.

If you discover a FIRE:

- i) Should an ALARM be raised when you are in any of the cricket changing rooms or lounge areas you should proceed to the nearest exit
- ii) CONTACT EMERGENCY SERVICES by dialling 999 and you will automatically be asked which emergency service is required
- iii) STATE your name, the nature and location of the emergency (*Farmers CC, Farmers Field, St Martin*)
- iv) ISOLATE electrical appliances if they are the cause of the Fire
- v) TACKLE the Fire with the equipment available if it is safe to do so AND YOU HAVE BEEN TRAINED
- vi) NEVER continue fighting a fire if:-

- It is dangerous to do so
  - There is a possibility your escape route may be cut off by fire or smoke
  - The fire continues to grow in spite of your efforts OR IS BIGGER THAN A WASTE PAPER BASKET
  - There is a risk of explosion/electrocution etc.
  - If you have to withdraw, close windows and doors behind you whenever possible
- vii Do not stop to collect personal possessions
- viii Do not re-enter the building
- xi If there is need to evacuate the premises, ask everyone to assemble on the cricket pitch and group/team captains to take a roll to assess that everyone is present

### **Accident & Safety Guidelines including Serious Injury/fatality**

#### **Player & spectator safety and wellbeing are our priority:**

- It is important to keep an injury register for the club so that the incidence of injury can (Appendix 2) be monitored. The information will assist us to recognise the types of injuries occurring and put in place strategies to reduce the risk of them occurring again.
- All medications, including panadol or aspirin, ventolin or other asthma medications, anti-inflammatory tablets, antifungal creams and powders, antibiotic creams and ointments should be provided by the individual.
- Players are requested to bring their own sunscreen, however some can often be found in the draw below the first aid cupboard
- If a player has an established medical condition that has the potential of becoming a medical emergency (i.e. Diabetes), they are to be encouraged to disclose this information to the team captains and fellow players (*this is not Farmers CC requirement but seeks to support a rapid clinical assessment should medical intervention be required*).
- **The Cricket Club has first aid facilities located in the BAR AREA**
- There is one large permanent First Aid Kit that should stay in the pavilion



- The Cricket Club will encourage members to become First-Aiders. Where is reasonably possible the club will aim to have a First Aider present at every practice or match
- All accidents, however minor, should be recorded on an **Incident/Accident Report Form** (Appendix Two).
- If necessary, First Aid should ideally be administered by a trained person
- It is the responsibility of the person in charge (i.e. Team Captain) to complete the incident/accident report form in conjunction with the victim or, if this is not possible, with their parent/guardian or designated contact
- First Aid kits will be inspected each month as part of the Risk Assessment procedures to ensure they are fully stocked (Appendix Three)

### **Dealing With an Accident or Incident**

- Stay calm (Don't panic Mr Mainwaring) but act swiftly and observe the situation. Is there danger of further injuries?
- In case of an accident listen to what the injured person is saying
- Alert a First Aider (ideally) or someone who is deemed competent to take appropriate action for minor injuries. (Examination gloves must be worn)
- In the event of an injury requiring specialist treatment, call the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries. Wait for the emergency paramedics
- Contact the injured persons next of kin (an absolute if Under 18 yrs)
- Complete incident/accident form which is located in the First Aid cupboard (Appendix 3)

## **Structural Failure**

- In the event of any part of the building/nets failing i.e. broken windows, leaking roof, ceiling tiles loose, clear the area immediately and contact Mr Jim Perchard. Any defective equipment must be removed from use immediately and Jim Perchard should be advised.

## **Power Failure**

- In the event of a power failure emergency lighting will activate. Clear the area systematically when possible. If the failure is general and short lived then activities can recommence. If the failure is localised to the building then contact Jim Perchard.

## **Hazardous Material (eg chemical spill or oil leak)**

Follow the evacuation procedure. Contact emergency services if you believe there is toxic gas present. Radios and telephones must only be used outside of the effected area as they may cause the gas to ignite. Contact Jim Perchard

## **Lost, found or left child**

Notify the club representative in the event of a child being reported lost. Obtain a description of the child and arrange for a search to be completed. Inform the police if the child is not found after a thorough search. If a child is left, call the parents immediately using the details on the contact form

## **Disorderly conduct**

Disorderly conduct by users may endanger their own and other users' safety and will not be tolerated on the premises. Such behaviour may result in a user being asked to leave or the police being called. Users may be denied future access to the facilities.

Persons who are under the influence of alcohol or drugs will also be asked to leave the premises. If the person refuses, then the police should be contacted immediately. If the disorderly behaviour is of a sexual or indecent nature then the police must be informed

immediately.

### **3.3 Contact names and numbers**

<b>Mr Jim Perchard</b>	<b>(Groundman)</b>	<b>07700700942</b>
<b>Mr James Perchard</b>	<b>(Club Captain)</b>	<b>07797841398</b>
<b>Mr Gary Kynman</b>	<b>(Welfare Officer)</b>	<b>07797735739</b>
<b>Mr Julian Gouge</b>	<b>(Club Secretary)</b>	<b>07797778269</b>

## **4. Health & Safety Guidelines & Related Information**

Farmers Cricket club is committed to making cricket a safe, positive and enjoyable experience for all players (adults and young people) and spectators.

### **4.1 Equality Statement**

- Farmers Cricket Club is fully committed to supporting the principle and practice of equity.
- No participant, volunteer, job applicant or employee will receive less favorable treatment on the grounds of age, gender, parental or marital status, colour, race, ethnic origin, creed, disability, social status or sexual preference or will be disadvantaged by conditions or requirements that cannot be shown to be relevant to performance.
- Farmers Cricket Club and its partners in the sport of cricket are united in encouraging all involved in the game to adopt this vision for equity.
- Farmers Cricket Club, as guardians of the game in Jersey, will:
  - ensure that no individual or group is discriminated against in their pursuit of inclusion in cricket or its administration because of any personal characteristic other than those necessary for the proper performance of the roles involved or the membership applied for;
  - develop, based on relevant legislation, a planned approach and commitment to opposing intentional or unintentional, direct or indirect discrimination against any such individual or group;
  - ensure that affiliated clubs, and individuals working within these organisations as employees or volunteers have access to, or be recommended to incorporate, relevant guidance in pursuit of this commitment to equity;
  - ensure that all parties having business with Jersey Cricket and all key stakeholders are made aware of the policy;
  - recognise its legal obligations under Jersey law

### **4.2 Smoking**

- The club's policy on smoking consists of restrictions and guidelines that are based on the needs of Health & Safety and comfort of fellow members

- Smoking is not permitted in club buildings
- In support of the islands Health Promotion strategy, players are requested not to smoke whilst a match is in progress.
- Post matches, smoking is permitted on the terrace but with respect to the comfort of other members

#### 4.3 **Young Persons Welfare**

- Farmers CC endorses the welfare of young people & vulnerable adults:
- Ratios of staff to Young People - It is important that there is an appropriate ratio of supervising adults to young people, particularly on away trips, to ensure the safety of the group
- The minimum ratio is 1:10 if young people are over 8 years old & there must be enough adults to be able to deal with an emergency (i.e. minimum of two)
- For single sex groups, there must be at least one same gender supervising adult
- For mixed groups there must be at least one male and one female supervising adult

#### 4.4 **Anti-Bullying**

Farmers CC are committed to providing a caring, friendly and safe environment for all of our children and adults so they can train and play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all members should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the team captain or a member of the management committee.

##### **What Is Bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

<b>Emotional:</b>	being unfriendly, excluding, tormenting (e.g. hiding kit, threatening)
<b>Physical:</b>	pushing, kicking, hitting, punching or any use of violence
<b>Racist:</b>	racial taunts, graffiti, gestures
<b>Sexual:</b>	unwanted physical contact or sexually abusive comments
<b>Homophobic:</b>	because of, or focusing on the issue of sexuality
<b>Verbal:</b>	name-calling, sarcasm, spreading rumours, teasing
<b>Cyber:</b>	All areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities

### Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Children or adults who are bullying need to learn different ways of behaving. Cricket Clubs have a responsibility to respond promptly and effectively to issues of bullying.

### Procedure

- Members are encouraged to report alleged bullying incidents to a member of the Management Committee
- In respect of Under 18yrs - Parents should be informed and will be asked to attend a meeting with management committee members to discuss the problem
- In cases of serious alleged bullying, the incidents will be reported to the Jersey Cricket Board for advice. If necessary and appropriate, police may be consulted via the management committee
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behaviour
- In cases of adults reported to be bullying cricketers under 18, the Farmers Management Committee will review allegations and act as required.
- In cases of serious alleged bullying, the incidents will be reported to the Jersey Cricket Board for advice. This may involve escalating any reported allegations to the Police

#### 4.5 **Changing Room and Showering Facilities**

This Changing Room Policy applies to Adults and Young People (under the age of 18) sharing changing and showering facilities at Farmers Cricket Club.

The principles adopted by the Club are as follows:

- Adults must not shower at the same time using the same facility as children.
- If children play for Adult Teams, they and their Parents must be informed of the Club's policy on changing arrangements
- Mobile phones can be used in changing rooms **but** under no circumstances is the camera function to be used. Any reported breaches will lead to disciplinary procedures by the club
- Please note that if children are uncomfortable changing or showering at the Club, no pressure should be placed on them to do so. Encourage them to do this at home

#### 4.6 **Volunteers Policy**

Farmers Cricket Club acknowledges that volunteers are crucial to the operation of the club and should be recruited, supported and trained to protect both the volunteer and the club. Volunteers will be recruited in a fair and consistent manner.

##### Planning

Before recruitment, a role profile will be drawn up as well as a person specification outlining the skills and experience required. Should an advertisement be required, for example in local media, it will reflect the club's Child Protection Policy and contain the skills and experience required and the duties to be undertaken. However, it will not discriminate in terms of age, race, gender or disability.

##### Application Form (Membership form)

An application form will be used to collect information on each applicant in a consistent way. More than one official will look at the application forms to ensure that a fair and equitable scrutiny is completed.

##### Interview

Club officials will meet with all applicants prior to any recruitment decisions being made. More than one official should be present. The meeting will enable the club to explore further the information provided in the application form. The questions to be asked should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations. Whilst it is important to elicit information regarding an applicant's technical capabilities it is also necessary to explore his or her attitudes and commitment to child welfare. Listed below are examples of questions that could be used to discover this information:

- ✓ tell us about any previous experience you have working with children or young people
- ✓ give a child related scenario and ask the applicants what they would do. For example, 'It is a winter evening and the training session has finished. A parent has not arrived to pick up their child. What would you do?' The applicant would be expected to say that they would stay with the child and contact the parents to find out where they were
- ✓ is there anything we should know that could affect your suitability to work with children or young people?

### References

At least two references should be requested from individuals who are not related to the applicant. One reference should be associated with the applicant's place of work and if possible one that demonstrates the individual has previously been involved in sport, particularly children's sport. References should be followed up prior to any offer of appointment being made. If the references raise any concerns the Jersey Multi-Agency Safeguarding Hub (MASH) will be contacted.

#### 4.7 **Bowling Machine**

The Bowling machine is for the use by members of the Club. The Committee has agreed that any USER wishing to make use of the Bowling Machine MUST follow the guideline set out below:-

- Bowling machine must be supervised by a level 2 coach (ideally) or an adult member who has been assessed as competent by a team captain, committee member or groundman
- Under 18's are not permitted to operate the bowling machine unless directly supervised by an adult competent with the bowling machine
- Any member using the machine does so at their own risk
- Any user that breaches the manufacturers recommended operating procedures does so at their own risk and the club will not accept liability for the Users failure to comply



- Any user, using the machine improperly will be suspended from further use. The matter will be referred to the Management committee

#### 4.8 **Nets Safety Policy**

**(a) Nets used for ARRANGED practice sessions.** For the safety of our members the Farmers Management Committee has laid down the following procedures:

- The sessions must be conducted under the minimal supervision of two adult playing members, preferably one who has a coaching certificate
- When batting facing a hard ball the proper protective items must be worn. It is highly recommended by the committee helmets should be worn. For Under 18yrs this is mandatory
- Before practice commences supervising adults must check the cage and netting to ensure a safe environment
- All equipment, including kit bags to be stored away from the net
- All players using net practice must behave in a proper and correct manner
- After each practice session the equipment must be stored away properly

**(b) Nets used OUTSIDE NORMAL practice sessions**

For the safety of our members the Farmers Management Committee has laid down the following procedures:

- Farmers Cricket Club will not accept any responsibility for people using the nets outside 'arranged' club practice sessions
- Should individuals use the nets outside arranged sessions they do so at their own risk
- It is recommended by the committee that should individuals use the nets outside 'arranged' practice sessions they apply the same requirements as laid out for arranged practice sessions
- Farmers CC is a private members club. Non playing members are **not permitted** to use the nets unless at an arranged club Net Session

## 5. Alcohol Management Policy

This policy aims to promote the responsible use of alcohol at Farmers Cricket Club. The Club accepts the responsibilities and respects the community expectations that come with an alcohol licence and is committed to operating according to the relevant alcohol licensing legislation. To ensure that the Alcohol Licensing rules and regulations are upheld, this policy will apply when alcohol is served at the club.

- Specified Area Alcohol can only be consumed within the club premises.
- Farmers CC welcome visitors/non-members to the club. Should visitors wish to purchase/consume alcohol on the club premises they will be required to sign the Club visiting book and endorsed by a club member. This is a condition of our licence
- Farmers CC licence permits persons under the age of 18 to enter the club while not under the supervision of a parent or guardian.
- **Under no circumstance must a minor access the bar area**
- Bar helpers are encouraged to not consume alcohol when on duty.
- The club will discourage excessive or rapid consumption of alcohol.
- Information about the alcohol licence, standard drink measures and legal signage will be displayed at the bar.
- An incident report form will be kept behind the bar.

### Intoxicated Persons

- Alcohol will not be served to any person who is intoxicated or drunk. Disorderly persons will be asked to leave the premises.
- In the unlikely event – Farmers CC will adopt a zero tolerance to any proven incident whereby physical and/or verbal abuse has been directed at committee members / bar & kitchen helpers.
- It is the individual's responsibility to report any allegations of physical/verbal abuse to the Police.
- If the club management committee consider the incident serious, the management committee reserve the right to report an incident to the Police in the interests of the clubs reputation.

- Unacceptable behaviour, whether under the influence of alcohol or not will be reported to the club management committee which may result in an investigation and club disciplinary proceedings being undertaken.

### **Underage Drinking**

- Alcohol will not be served to persons aged under 18 years of age. (any person under the age of 25 may be asked at any time to show proof of age)
- Bar staff will ask for proof of age whenever necessary or whenever in doubt. Only photo ID s will be accepted.
- Any minor producing false identification will be asked to leave the premises; the management committee will support staff who practice and enforce ID checking.
- Individuals buying or providing alcohol to a minor will be asked to leave the premises and will be reported to the Management committee who may instigate disciplinary proceedings

### **Policy Compliance**

The presence of general committee members is essential to ensure the operation of the bar and policy compliance.

Key responsibilities of the “on duty” committee member are to: -

- A) Meet visiting police or Alcohol Licensing inspectors, cooperate and assist with any inquiries.
- B) Ensure the admission of members and guests and completion of the visitor’s book.
- C) Ensure strict compliance with the club policy in accordance with the Alcohol Management policy.
- D) Supervise and support bar staff.
- E) Record any incidents in the register.

### **Non Compliance**

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Licensing Laws will be handled according to the following process: -

- A) In the first instance, explanation of the club policy to the person(s) concerned, including identification of the section of policy breached.
- B) Continued non-compliance with the policy will be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person(s) to leave the club facilities or function.

## **6. Insurance**

- The club shall have in place at all times an insurance policy which covers all club matches and official training sessions and which includes public liability cover.
- In the event of facilities being hired/used from an outside organisation, all club officials present must familiarise themselves with the emergency procedures of the facility and communicate them to their members.

## **7. Club – Maintenance Equipment**

- No members shall be permitted to use pitch-preparation equipment without first having undergone induction training with the groundsman.
- The club secretary shall keep a record of all members who have undergone such training
- No member under the age of 16 shall be permitted to use any such equipment except under the direct supervision of the groundsman or other trained member
- Annual Inspection of equipment is to be made and reported to the Committee
- The Groundsman is responsible for ensuring hazardous substances are kept in a secure locked environment
- The Groundsman will periodically check the condition of the Outdoor nets

## **8. Summary**

Through this Health & Safety Policy it is the intention of Farmers Cricket Club to take all reasonable steps to create a safe playing and training environment, individual members must additionally take responsibility for their own safety and that of others. It is also the responsibility of all members to report concerns on any health and safety matters to a committee member.

Above all – ENJOY SAFE CRICKET!

# Farmers Cricket Club

## Health and Safety – Risk Register (An annual risk report is provided at the AGM)

This is the Health and Safety Risk Register template:

Overall and final responsibility for Health and Safety is that of:


Day-to-day responsibility for ensuring the Health & Safety policy is put into practice:

Date
Management Committee of Farmers Cricket Club
Members of Farmers Cricket Club RAG Score >15 requires immediate action

What is the Risk and/or Hazard?	Severity	Likelihood	RAG Score	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Date completed

Signed: (President)		Date:		
Subject to review, monitoring and revision by:	Members	Every:	AGM every 12	months or sooner if work activity changes

**Scoring Tool** (Severity x Likelihood score = RAG Score)

	<b>Severity/Impact</b> 				
<b>Likelihood score</b>	<b>1 Negligible</b>	<b>2 Minor</b>	<b>3 Moderate</b>	<b>4 Major</b>	<b>5 Catastrophic</b>
Certain	5	10	15	20	25
Likely	4	8	12	16	20
Possible	3	6	9	12	15
Unlikely	2	4	6	8	10
Rare	1	2	3	4	5

Consider the likelihood of this level of damage based on the RAG Score

1. Rare	Hazard is not expected to occur
2. Unlikely	Hazard occurs infrequently, but remains a possibility
3. Possible	Hazard may occur occasionally, ie, once or twice a year
4. Likely	Hazard will probably occur but is not a persistent issue. There are no issues of custom and practice, but we know from our experience that the hazard does present itself from time to time
5. Certain	Hazard occurs frequently. It is a constant threat, or is custom and practice, ie daily, weekly, monthly

## Incident/accident report form

(Please place in sealed envelope and address to Management Committee)



### FARMERS CRICKET CLUB

**Name of person in charge of session/match**

**Site where incident/accident took place**

**Date of incident/accident**

**Name of injured person**

**Address of injured person (If not Farmers Club Member)**

**Nature of incident/injury and extent of injury**

**Give details of how and precisely where the incident took place.** Describe what activity was taking place, for example training/game/getting Changed/ kitchen.

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s) or other

What happened to the injured person following the incident/accident? E.g., carried on with session, went home, went to hospital etc.

If Under 18 years has a parent been contact YES / NO

All of the above facts are a true record of the accident/incident

Signed:  
Name:

Date:

*In the event of an accident occurring through insufficient training or faulty equipment/facilities, follow up action to include completion of risk assessment form by Management Committee.*

*Reviewed by Management committee \_\_\_\_\_ Date \_\_\_\_\_*



## First Aid CHECKLIST

Item	Quantity	Pre Season	MAR	APR	MAY	JUN	JLY	AUG	SEPT	OCT	Post Season
Blanket accident/ thermal	1										
Cotton balls sterile 5's	5 packs										
Disposable latex gloves large and medium	10 pairs										
Drink bottle or hard plastic cups	1 pack										
Crepe bandage fabric strips	5										
Eye pad sterile	2										
Freezer bags (pack)	1										
Instant cold pack (In Freezer)	1										
Jelly beans (Diabetics)	1 pack										
Non adhesive dressings various sizes	2										
Resuscitation mask -packet or pocket mask	1										
Safety pins assorted	1										
Sod Chloride 10ml	5										
Sports Injury Register, pen, paper, clip board	Multiple copies										
Tape scissors	1										
Triangular bandage	2										
Wound closure strips	1 pack										
Micropore tape	1										
Gauze swabs 10cmx10cm	1										
Tweezers (stainless steel)	1										
Crepe bandage - small	2										
Crepe bandage - large	2										
<b><u>SIGNATURE</u></b>											