



Durham Women FC Health and Safety Policy

Policy Version: 1.0 (July 2026) /Approved by: Board of Directors / Review Date: Annually

Durham Women FC, Durham Women Professional Games Academy and Durham Cestria has a duty of care to all its staff, volunteers and service users. We accept that this is a duty imposed by law on all individuals and organisations to avoid carelessly causing injury to persons.

We are committed to a safe working environment for all employees, volunteers and service users and will promote good practice in health and safety within the work environment and will ensure compliance with all relevant statutory provisions.

We will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all improvements will be sought through regular audits and reviews.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as Durham Women FC changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Workplace (Health, Safety & Welfare) Regulations (1992)
- Management of Health and Safety at work Regulations (1999)
- Other relevant current legislation.

Our Commitment

- We will provide and maintain a healthy working environment at all times and endeavours to ensure that the safety and personal security considerations form an integral part of the way our organisation operates.
- To undertake regular, recorded risk assessment of our premises and any other premises where our activities take place
- Create a safe environment by putting health and safety measures in place as identified by the risk assessments that satisfies health, safety and welfare requirements
- Provide adequate training, information, instruction and supervision to enable all staff employed by Durham Women FC staff to perform their work safely and efficiently
- Ensure that all employees are competent in the work activities they are engaged in so they are aware of the hazards and risk arising from their activities.
- To safeguard the health, safety and well-being of our service users who access our provisions and any member of the general public who can be affected by our activities



- We will check that all equipment we use is suitable and fit for the purpose intended and properly maintained and used in a safe manner.

Arrangement and Safety procedures

Risk Assessments

A risk assessment is a technique for identifying and controlling hazards.

- A hazard is anything that has the potential to cause harm - such as a faulty equipment
- Risk is the likelihood of it causing harm and the degree of harm it could cause, such as an electric shock Risk assessment involves identifying all hazards, assessing risks and putting measures in place to control any risk that is unacceptable.

There are five steps to any risk assessment

- Identify the hazard
- Decide who might be harmed by them and how
- Evaluate the risk and decide on precautions
- Record your findings and implement them
- Review your assessment and update if necessary We will undertake risk assessments prior to delivery of sport activities and events taking place to help minimise the possibility of risk and dangers to participants.

First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be administered if there are injuries or accidents.

All Durham Women FC First Team, Youth and Academy coaches delivering football sessions have to undertake Emergency First Aid as part of their training. Club Physiotherapists are on site and will be available to support all club games and training sessions.

Reporting Accidents

All staff have a duty to report any injury or accidents sustained during delivery of activities.

In the event of an accident resulting in injury a report will be drawn detailing:

- The circumstances of the accident including diagrams and photographs where possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses



- The time, date and location of the incident

- The date of the report

The completed report will then be submitted to and analysed by the General Manager who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence of the problem.

Working Environment

Anyone controlling non-domestic premises must take reasonable steps to provide employees and volunteers with equipment and premises that are safe.

- Work sites must be kept clean and tidy
- All equipment must be suitably maintained and checked regularly
- Pitches to be checked for debris or damage before use to prevent injury
- Any spillages must be cleaned up immediately
- Waste material and rubbish must be removed routinely
- Walkways and passageways must be kept clear from obstructions at all times
- Trailing cables and equipment/kit bags are a trip hazards and should not be left in any passageway

Safeguarding

Durham Women FC recognises that safeguarding is an integral part of providing a safe and healthy environment for all players, staff, volunteers, officials and visitors. The Club is committed to promoting the welfare of children, young people and adults at risk and to protecting them from abuse, neglect, exploitation and harm.

The Club will:

- Promote a culture where safeguarding is everyone's responsibility.
- Ensure that all staff and volunteers understand their safeguarding responsibilities and complete appropriate safeguarding training relevant to their role.
- Maintain safe working practices and appropriate professional boundaries at all times.
- Ensure that any safeguarding concerns are recognised, responded to and reported promptly in accordance with the Club's Safeguarding Policy and The FA safeguarding procedures.
- Undertake appropriate risk assessments for football activities, events and facilities, ensuring that safeguarding considerations form part of the planning process.



- Ensure safer recruitment practices, including DBS checks where appropriate, are completed for individuals working in regulated activity.
- Provide clear reporting procedures and access to the Club's Safeguarding & Player Welfare Lead for anyone wishing to raise a concern.

All staff, volunteers and those acting on behalf of Durham Women FC have a duty to report any safeguarding concern immediately. Where there is an immediate risk of harm, emergency services should be contacted without delay, and the concern must also be reported to the Club's Safeguarding & Player Welfare Lead in accordance with the Club's safeguarding procedures.

This section should be read in conjunction with the Durham Women FC Safeguarding Policy, Safer Recruitment Policy, Codes of Conduct and related safeguarding procedures.

Responsibilities of Staff and Volunteers

In carrying out the activities to adhere to the health and safety policy and procedures

- Take reasonable care for own health and safety and that of others who may be affected by their actions
- Report any accident and injury to the General Manager (Lee Sanders) or Safeguarding Officer (Marc McPhillips) as soon as practicable
- To co-operate with Durham Women FC on health and safety issues
- To correctly and safely use equipment when delivering activities
- To undertake health and safety training as required
- Report any unsafe practices and conditions to the General Manager (Lee Sanders) or Safeguarding Officer (Marc McPhillips) immediately
- Making themselves familiar with and conforming to health and safety procedures at all times.
- Wearing appropriate equipment and using appropriate safety devices as necessary.
- Conforming to all instructions given by those with responsibility for health and safety.
- Making suggestions to improve health and safety in the organisation to an appropriate member of staff.
- Not misusing equipment
- Taking a responsible attitude towards health and safety, to include having due care for themselves and others.



Responsibility of the Employer

The employer will ensure policies and procedures adopted by Durham Women FC on health and safety including risk assessments are in compliance with the statutory legal requirements

- We will endeavour to communicate to employees our commitment to safety and to ensure that employees and volunteers are familiar with the contents of the organisations health and safety policy.
- All employees and volunteers will be provided with adequate information and training to enable them to work safely
- We have nominated a person to be responsible for health and safety to whom risks shall be reported to in the first instances
- Durham Women FC will review and monitor the effectiveness of the health and safety policy through appropriate and adequate reporting mechanisms on regular intervals.

Any further information can be accessed via the Health and Safety Executive website
www.hse.gov.uk