

**The National Game
Insurance Scheme**

Delivered by The FA's appointed broker, Bluefin Sport

A guide to risk management
for grassroots football



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Any views or opinions expressed in this document are for guidance only and are not intended as a substitute for appropriate professional advice. We have taken all reasonable steps to ensure that the information contained herein is accurate at the time of writing but it should not be regarded as a complete or authoritative statement of law.



Introduction

This document is designed to assist participants in grassroots football in identifying, assessing and forming strategies to deal with any risk management issues that may be prevalent at your club or association.

It covers issues relating to risk management, safety, education, insurance and general legal principles. We provide practical examples and guidelines that can be easily incorporated into daily running and maintenance procedures.

Insurance companies will expect you to behave in a reasonable and proper manner and to take adequate precautions so that the likelihood of accidents is reduced as far as possible. For insurers to defend a claim successfully they will most likely ask if risk assessments have been carried out.

The FA website is also a natural source of information for clubs, particularly when setting up. It has a wealth of information about the game and assistance for clubs at all levels.

Please note this document is to be used as a guide only. For further information relating to risk management and 'best practices', please contact Bluefin Sport or the appropriate local government authorities.



“For insurers to defend a claim successfully, they will most likely ask if risk assessments have been carried out.”

What is risk management?

Risk management relates to the process of making decisions that will help to avoid and reduce the impact of unexpected/undesired outcomes.

People need to be fully aware of what can go wrong and be there to implement strategies to prevent them or at least manage them.

To keep things running effectively these decisions need to become recognised rules for running of the organisations on every level for everyone involved.



A duty of care

General principles of negligence and liability in Tort¹ dictate that certain legal obligations are imposed on individuals. The general principles governing this area of law demand that you must take reasonable care to avoid acts or omissions which you can reasonably foresee would involve a risk of injury to another.

The general test is whether a reasonable person should have foreseen that his or her conduct involved a risk of injury to another and what a reasonable person in their position would do by way of response to that risk?

A breach of your duty of care may result in you becoming liable for the injuries sustained by others as a result of your negligent conduct.

It is important to note you can be found to be negligent without having the intention of being negligent. Recently courts have held that players or participants on the sporting field owe each other a duty of care.

All participants in a recreational/sporting activity have a duty to:

- provide a safe place for recreation/sport
- provide a safe system of rules
- provide safe and adequate equipment
- provide adequate instructions and supervision for the recreation/sport



“players or participants on the sporting field owe each other a duty of care.”

“General negligence on or around sporting facilities can be seen as a breach of your duty of care.”

¹A tort is a civil wrong for which a remedy may be obtained. Basically, a tort is something someone else did wrong that caused you injury and for which you can sue.



A duty of care

Clubs and associations

Liability can affect clubs and associations in a number of ways, especially in contract and in tort. Failure by football clubs and associations to honour their legal responsibilities will result in liability to compensate those injured whilst participating in the sport under the auspices of the football club or association.

All football clubs and associations should ensure that player training, matches (official or otherwise) and all other associated events are held in the safest possible conditions.

Clubs and associations have a duty of care to:

- Ensure that the safest possible conditions are provided for participants
- Ensure that the best interests of the participants is taken into account when making decisions at committee or board level
- Call off or cancel training, matches and events if the weather conditions jeopardise the health & safety of the participants
- Seek medical or other expert opinion as to what environmental hazards exist and what remedial action can be taken to reduce the risk of harm to the participants
- Ensure that spectators are safe from injury.
- Ensure that injury prevention strategies are in place to protect participants
- Educate their coaches, trainers and players on sporting injury prevention
- Ensure that any member serving alcohol to spectators is appropriately trained in the Responsible Service of Alcohol.

Appointment of risk management officer

All clubs and associations should appoint a risk management officer to ensure that:

- Player training, matches, official or otherwise and all other associated events are held in the safest possible conditions
- The appropriate risk management checks are undertaken on match day and a consistent risk management framework is implemented at the club or association.

The risk management officer should read and understand all areas covered by this document before commencing the role.

Venue providers/local government bodies

An entity which allows football clubs or associations to use a particular venue, otherwise known throughout this document as a 'Venue Provider', must ensure that the venue is safe for the particular sporting event to be held.

The Venue Provider should:

- Provide ambulance access
- Have an established emergency procedure
- Provide a safe training and playing surface
- Provide hygienic wash facilities
- Provide hygienic, non-confined change facilities
- Regularly attend to the maintenance and upkeep of the venue
- Obtain necessary insurance
- Conduct regular independent safety audits.

Players or participants

Participants often injure other participants while engaged in sport. Players or competitors owe each other a duty of care.

Players:

- Have a duty to not recklessly cause injury to other participants.
- Dealing with children need to take extra care. Persons in charge of children owe a duty to protect them from foreseeable dangers, whatever their source.

A duty of care

The manager or coach

The manager or coach may become liable in circumstances which involve the following issues:

- Encouraging dangerous techniques
- Demanding injured players to continue playing
- Encouraging aggression
- Drugs (legal and illegal).

Managers, coaches and physical/outdoor education teachers have an obligation to ensure that all steps are taken to avoid injury. This means incorporating:

- Appropriate sports selection and grading
- Appropriate preparation and correct coaching techniques
- The use of protective equipment
- Proper supervision and refereeing
- Practice of ensuring players have completely recovered from injury before returning to play by consulting with appropriately qualified medical staff.

Managers and coaches should keep up to date with basic injury prevention methodology and first aid. All managers or coaches should complete a course in sports first aid.

Managers or coaches should insist that their sports trainers have obtained the appropriate level of qualification in their chosen field and undertake ongoing re-accreditation in order to keep up to date with skills.

Match officials

The match officials owe a duty of care to the players to enforce the particular rules of the game.

The occupier

An occupier must take reasonable care for the safety of persons entering the venue. An occupier's duty extends to that of a Venue Provider.



“Managers and coaches should keep up to date with basic injury prevention methodology and first aid”



A duty of care

“Clubs and associations must ensure that the safest possible conditions are provided for participants”



Hazard identification, assessment and control

Risk assessment

Risk assessment can apply from the state of the clubs equipment to planning a large event. Clubs need to be able to demonstrate that they have undertaken risk assessment in relation to all factors that could present a hazard to health and potentially cause injury or death.

Five steps to risk management

- 1) Identify potential hazards.
- 2) Establish who might be harmed and how.
- 3) Assess the risks, decide whether existing precautions are adequate or whether more steps are required.
- 4) Record your findings.
- 5) Regularly review your assessment and revise if necessary.

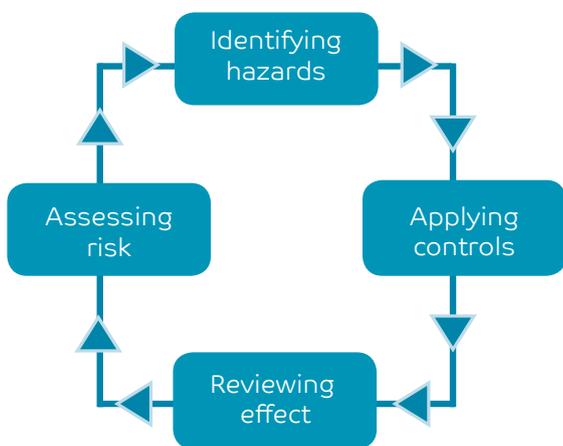


Education

It is important to understand the nature of risk and risk management and to educate members, players and spectators within their own environment. This education would be tailored to look at all areas such as:

- Venue safety and club safety from the point of view of players and spectators.
- Player injury.
- Child protection.
- Discrimination.

It would be inappropriate to use a 'one size fits all' approach and provide a standard policy. You need to understand the nature of your own activity and the relationship to risk.





Hazard identification, assessment and control

First aid

First aid is a system for the emergency treatment of illness and injury, which includes the following elements:

- emergency treatment,
- maintenance of records,
- redressing of a minor injury,
- recognising and reporting health hazards, and
- participation in safety programs.

Event organisers and venue providers, in consultation with first aiders, should consider the following to determine first aid requirements for their facility.

This review process should consider the following:

- the available first aid facilities,
- content of first aid kits,
- number and location of first aid kits,
- advice and training on first aid assistance,
- the number and training level of first aiders,
- languages in which information should be provided.

First aid facilities

Appropriate first aid facilities and training should be determined according to the size and layout of the venue. Assess the size and layout of the place of activity and identify:

- the distance an injured or ill person has to be transported to first aid,
- a routine for cleaning and checking equipment,
- the ease with which this can be undertaken,
- the level of first aid available throughout the place of activity.

First aid kits

It is recommended that kits include as a minimum:

- emergency services telephone numbers and addresses,
- names and telephone numbers of club or venue first aiders,
- mobile phone,
- a first aid guide,

- individually wrapped sterile adhesive dressing,
- sterile eye pads,
- sterile pads for serious wounds,
- bandages,
- reusable - instant ice/cold pack,
- single use splinter probes,
- plastic bags,
- paper towel,
- note pad and pencil,
- safety pins,
- sterile un-medicated wound dressing,
- adhesive tape,
- asthma pump,
- rubber thread or crepe bandage,
- disposable gloves,
- sharp - blunt scissors, and
- list of kit contents.

All first aid equipment should be stored in a clearly identifiable container.

First aid officers

Responsibilities

First aid officers are responsible for taking positive action to prevent further injury and to render first aid management in accordance with their approved training, until medical help arrives.

All should have suitable training provided by The FA or a relevant authorised body e.g. St Johns Ambulance or Red Cross.

First aid records

First aid officers are required to maintain a written record in a format that suits your situation of all first aid treatments.

Records of injury and illness are necessary to provide information which may assist in future treatment of the injured person. All personal records are confidential and must be securely stored.

Hazard identification, assessment and control



Emergency plan and procedures

Ensure that emergency instructions displayed include:

- emergency telephone numbers,
- fire suppression equipment supply contacts,
- emergency evacuation procedures, and
- emergency evacuation assembly points.

Safe playing environment

Inspections are a useful method in identifying risks and must become an integral part of the club's philosophy prior to the commencement of play.

A general inspection may identify normal wear, tear and general deterioration of physical assets and features such as the playing surface, equipment, facilities, access to and from the venue, waterways and pathways.

Individual industry checklists have been prepared to assist in identifying sports specific risks detailing:

- metric measurement
- field of play
- pitch
- playing equipment
- participants' equipment
- modified rules for children
- other safety hints.

These checklists have arisen following industry risk assessments which identified:

- inappropriate body size or strength,
- inadequate fitness level,
- lack of adequate warm-up,
- lack of, or defective protective gear,
- poor footwear or sports gear,
- poor playing facilities,
- poor supervision and refereeing, and
- recklessness of the injured party.

Personal protective equipment

These questions should be considered in relation to personal protective equipment:

- Is the use of protective equipment required?
- If so, are there written procedures covering the specifications, purchase, storage, maintenance, issue and correct use of the protective equipment?
- Are participants trained in the use of the protective equipment?

Managers and coaches should:

- Issue personal protective equipment and complete details in the personal protective equipment issue register.
- Instruct participants in the correct use and maintenance of personal protective equipment, as directed by the manager or coach.
- Ensure that personal protective equipment is worn by participants as specified in this guide and the industry guideline or the rules of the game.
- Conduct periodic checks to ensure that the personal protective equipment is being used as specified.
- Report to the appropriate official any personal protective equipment considered to be inadequate.

Hazard identification, assessment and control

Inspection and tests

Inspections and tests should be carried out by suitably qualified persons on behalf of the venue provider to ensure that the safety standards are maintained.

Annual inspection

A detailed inspection of the playing surface, including all components and installations, should be arranged annually by the Venue Provider/occupier in order to ensure that load-bearing elements are capable of withstanding the pressures to which they are likely to be subjected and that they are fit for their intended purpose.

Inspection should be carried out by a responsible person. Engineers commissioned to assess structural safety of buildings should have specialisation in structural safety. Inspection and testing of crush barriers, handrails and other protective barriers should be carried out by qualified persons.

Other inspections

Warning, detection, lighting and public address systems, if present, are vulnerable to vandalism, and this should be taken into consideration when installing them. All automatic fire detection and fire warning, emergency lighting and public address systems should be tested 24 hours before each event.

Turnstiles and metering systems should be tested before each event to ensure they are in proper working order. There should be contingency plans in case any of these systems are not operating properly and cannot be rectified before the event. Such plans should be formulated in consultation with the local authority, police and fire services for the use of acceptable substitute measures or (if necessary) the closure of relevant areas of spectator accommodation until the fault is remedied.

The playing surface should be inspected before, during and after each event to ensure that there is no accumulation of combustible waste and that any hazardous materials (if it is essential that they be stored) are safely stored, well away from public areas.



“It is important to consider the playing environment and how injuries could occur. Care should be taken to minimise risk.”

Deformation/damage

Following each event, a general visual inspection of the playing surface should be made for signs of damage which might create potential danger. Particular attention should be paid to the condition of terraces, viewing slopes and stairways. Crush barriers and balustrades should be examined for deformation or any other overt signs of weakness.

Fire precaution measures should also be inspected for damage. Alarms and other electrical installations should be checked to ensure continued compliance with the relevant industry standards. Turnstiles should be checked for damage which might impair efficiency.

Records

Records of all inspections and tests, together with a record of remedial actions taken, should be kept and maintained. The required level of competence of those carrying out the tests should be specified.

Hazard identification, assessment and control

Head-room

All parts of the venue used by the general public should have a minimum head-room of not less than 2m. Exit routes should, wherever possible, have a head-room of 2.4m. Precautions should be taken to prevent people from climbing on roofs, pylons, hoardings and other structures. Where possible, such structures should be fitted with unclimbable devices e.g. stout barriers or close-boarded enclosures.

Spikes and barbed wire etc should only be installed above the minimum headroom and preferably at a minimum height of 2.4m from the base. Spikes or other similar devices should not be installed on pitch perimeter fences. Nor should such fences have sections overhanging or returning inwards towards spectators.

Lighting

Where natural lighting in any section of the venue accessible to the public is deficient, adequate artificial lighting should be provided. If the venue is to be used after dark, all parts accessible to the public should have adequate lighting to enable people to see their way into, around and out of the venue. These provisions are particularly important in relation to entry and exit routes and stairways used by the public. Emergency lighting should be provided and conform to the relevant industry standards.



Spectators with disabilities

Proper safety provisions to accommodate people with disabilities should be made at all venues.

General

The safety measures set out in this guide should not be construed in such a way as to place undue restriction on people with disabilities.

Persons with impaired vision

Signposting, especially fire or other safety signs, should be positioned so that, as far as possible, they can be easily seen and readily distinguishable by those with impaired vision or colour perception.

Persons with impaired hearing

Although people with impaired hearing may experience difficulty in hearing messages broadcast on a system designed for those with normal hearing, a hearing impairment does not mean that in all cases a person is insensitive to sound and that they do not have sufficiently clear perception of all conventional alarm signals. Where this is not the case it is reasonable to expect spectators who have been alerted to prepare for evacuation to warn those with impaired hearing.

Persons with impaired mobility

Although it is unlikely that anyone whose mobility is severely impaired will occupy standing accommodation, they will often wish to occupy seated accommodation, perhaps with friends or relatives, in stands. Arrangements should exist to meet such wishes where possible. For example, by the provision of wheelchair spaces within seated areas, preferably in different parts so that there is a choice of seating position.

Such provision should ensure occupants have an unrestricted view. Where possible, there should be more than one ingress/egress for those with impaired mobility. Although movement to and from accommodation at ground level is easier for users of wheelchairs, consideration should be given to means of accommodation on other levels without jeopardising safety.

Hazard identification, assessment and control

Wheelchairs

Where a person leaves a wheelchair in order to occupy a seat, provision should be made for the wheelchair to be readily accessible without it causing obstruction in a gangway or exit route. Those who choose to remain in a wheelchair should be accommodated so as not to obstruct the movement of others.

Support facilities

Ramps which are to be used by wheelchair users should conform to industry standards. Support services and facilities for disabled people should also be available at the venue.

New design work for existing stands should take industry standards into account. Where constraints are posed by existing buildings and it is not possible or practicable to apply the Code fully, other ways of meeting its objectives should be sought.

The arrangements described above should be in addition to any special provision made for the admission (often at ground level) of vehicles used by people with impaired mobility. The location of such vehicles should be arranged with the relevant safety authority to ensure access to the playing surface by emergency vehicles and means of escape are not compromised.



UV exposure

The environment can significantly affect a player's performance. Participating in activities in a variety of environmental conditions can be safe, provided one understands the risk and is properly prepared.

Effects of competing in excessive temperatures (bearing in mind that surface temperature is usually considerably higher than mean air temperatures by virtue of confinement of space, interaction of competitors and crowd 'warming') are well documented with associated symptomatology including heat exhaustion, dehydration, heat stroke and even skin cancer.

Heat illness can be prevented by the following proactive measures:

- An adequate rehydration system with fluid available any time it may be requested during training, preparing for or participating in the game.
- An adequate first aid kit.
- First aid training.
- A written first aid policy/assessment, and a written emergency procedure.
- Providing access to shade while competing and/or breaks.
- Where practical and possible, schedule games around peak radiation times (before 11am and after 3pm) to minimise ultra violet exposure.

Hazard identification, assessment and control

HIV, AIDS and other infectious diseases

Management: event organisers/venue providers/local government bodies

- provide suitable information regarding risk factors and prevention strategies.

Management: clubs, associations/committees (members)

- Adopt a 'blood rule'
- Appoint a trained first aid officer
- Regular and routine maintenance:
 - ensuring clean and tidy dressing rooms,
 - regular sanitation of toilets and shower facilities,
 - routine laundry procedures regarding all linen/clothing (a cold water soaking of contaminated clothes prior to a normal hot detergent wash).
- Supply soap, detergent, disinfectant, gloves, leak-proof plastic bags, paper hand towels, brooms
- Refuse disposal bins (including a 'sharps' container)
- Provide a first aid kit
- Provide latex disposable gloves
- Display a 'blood rule' and first aid policy
- Display an emergency plan and hygiene policy
- Provide spare clothing in the event of soiling.

Management: referees or other match professionals/manager or coach

- Acknowledge display of plans and policies.
- Report all open cuts and abrasions immediately to first aid officer.

Management: first aid officer

In an incident/accident where bleeding occurs:

- Wear non-utility gloves (latex), clean the wound with soap and water.
- Bloodstained clothes should be changed for clean ones.
- If blood gets on skin, wash well with soap and water.

- If eyes are contaminated, rinse thoroughly with the eyes open, with water or saline.
- If blood gets in mouth, spit it out and rinse the mouth repeatedly.
- In the event of uncontrolled bleeding the player must not be allowed to continue.
- Where there is an additional concern about infection, medical advice should be sought from a physician or someone clinically experienced in the management of infectious diseases.
- Contaminated material should be contained in an appropriate waste contamination receptacle and disposed of under local health regulations.





Hazard identification, assessment and control

Proper distribution of alcohol



A person serving alcohol to another person with the knowledge that that person could place themselves in a position of danger should they be intoxicated upon leaving the establishment where the alcohol was supplied will be considered negligent if they continue to supply the person with the means of greater intoxication without regard to the danger to which they are thereby contributing. **(Please note that the standard NGIS* liability policy does not provide cover for the operation of a licensed premises).**

Immediate effects of alcohol

The effect of any drug varies from person to person. It depends on how much you drink, whether you are used to drinking, your mood and many other factors such as your weight, sex and general health status.

The following effects are typical of alcohol consumption:

1. After a few drinks ...
Effects: feel happy, relaxed, less concentration, slow reflexes.
2. A few more ...
Effects: less inhibitions, more confidence, less coordination, slurred speech, intense moods - sad, happy, angry etc.
3. And a few more
Effects: confusion, blurred vision, poor muscle control.
4. More still
Effects: nausea, vomiting, and sleep.
5. Even more alcohol may cause coma or death.

*NGIS=National Game Insurance Scheme

Event management

Inflatables

If you want to use inflatables for an event it is recommended that you provide this through a third party. **The NGIS* liability policy will not provide cover for inflatables**, so it is important to ask the third party to provide a copy of their insurance arrangements and retain for your records.

Barbecues

Barbecues are great but they need to be done safely to avoid food poisoning or accidents around the fire.

General health and safety requirements:

- Make sure you have adequate equipment e.g. suitable size barbecue, utensils and heatproof gloves for handling hot items.
- Plan where the barbecue will be located
 - Away from combustible items like fences, buildings, shrubs or stored goods.
 - On even ground (to ensure the barbecue is stable and minimise the risk of slips, trips and falls).
 - A suitable distance away from the serving area to reduce the risk of burns.

Fire safety:

- Check the wind direction and other weather on site before you start the barbecue. Consider relocating the barbecue if you are concerned about the risk of fire due to the wind direction.
- Arrange for suitable fire fighting equipment to be available.

For more useful information visit: <http://www.rospa.com/homesafety/adviceandinformation/general/barbecue-safety.aspx>



Hazard identification, assessment and control



Tents, marquees, gazebos

Risk assessment

A suitable risk assessment to cover the erection, dismantling, use and anchoring of the marquee/gazebo should be compiled together with assessments of fire risk and means of escape in case of fire or hazard. These documents should be available from the supplier.

Anchoring

The person carrying out the erection should follow the manufacturers' advice, guidelines and recommendations for the anchoring of the marquee/gazebo.

The following list is not exhaustive and the manufacturers' recommendations may include additional items which should be followed:

- Obtain the minimum number of anchor points to securely hold the marquee/gazebo down and all anchor points to be used.
- If stakes are to be used, the length, type and number to be ascertained and provided.
- If ballast is to be used, the weight of the ballast and the method of securing it to the marquee/gazebo should be ascertained and the instructions followed.
- All anchors to be checked at regular intervals throughout the time the marquee/gazebo is in use.

Wind Speed

Wind is a potential hazard during erection, operation, and dismantling phases of an event.

- You should check with the manufacturer to ascertain the wind speed for the safe use of the marquee or gazebo.
- Refer to local weather forecast to determine the level of monitoring and management that will be required while the tent is in place.
- If the maximum safe wind speed is exceeded, the use of the marquee/gazebo should cease and the area cleared. The tent should be dismantled, when safe to do so.

Means of escape

If the marquee/gazebo is over 30m² an alternative means of escape will be required independently from the main entrance. Dependant on its size and number of occupant's more than one alternative emergency exit may be required. All emergency exits to be indicated using appropriate signage to BS 5499. (See <http://www.firesafe.org.uk/bs-5499-safety-signs-including-fire-safety-signs/>)

Night time use

If the marquee/gazebo is to be used during the hours of darkness, suitable emergency lighting will be required to indicate exits and a safe route of travel inside the marquee/gazebo and externally to a safe place of refuge. The standards for lighting, emergency lighting, ingress/egress remain the same for temporary and permanent structures.

Use

The proposed use of the marquee/gazebo must be considered and its fire risk ascertained and appropriate fire extinguishers considered.

Heating

The provision of heaters must take into account fire risks associated with all equipment, fabrics and combustible material.

Parking of vehicles

Parking of vehicles, and storage of flammable materials, must take into account fire risks to marquee/gazebo positions and escape routes.



Hazard identification, assessment and control

Fireworks

Whilst the NGIS liability policy includes cover for club social and fundraising events of up to 5,000 attendees it **excludes fireworks and bonfires.**

Bonfires and fireworks warranty (NGIS liability cover)

Cover can be arranged upon request to include a fireworks display, subject to an additional premium. Should cover be arranged via the NGIS the liability cover will include a warranty that you must comply with:

Bonfire(s) must be situated in a cleared area which is roped off and at least 15 metres from spectators, other areas, buildings, roads, railways, public rights of way, flammable or otherwise dangerous materials (e.g. petrol, liquefied petroleum gas) and overhead power lines. The use of petrol, paraffin or other flammable liquids on the fire or used to start the fire is excluded.

All fireworks are to be carried out by a third party contractor who has their own public liability insurances in place for a minimum of £5,000,000 limit of indemnity, stored and handled in accordance with the manufacturers instructions. Spectators must be a minimum of 25 metres away from the area where fireworks are lit.

If this warranty is not complied with, the policy coverage will not be operative.

It is important to make your insurer aware of any displays taking place so they can assess the risk in terms of size and exposure. Some displays nowadays have fairground rides, stages with live music, etc.

There are obvious risks involved when organising an event of this nature, as it presents many demands and challenges. You not only have to consider the safety of the spectators but also that of your display team and the equipment being used.

If you are thinking of holding a firework display event, you will find some useful guidance and information on the HSE website: <http://www.hse.gov.uk/explosives/fireworks/index.htm>





Event organisers - safety arrangements checklist

Information

As an organiser or a participant of an event, your obligations will be to ensure you are properly protected with suitable insurance should a misfortune occur. This checklist has been developed to guide you. It is not a definitive event safety checklist and must not be used as such. For detailed guidance, please refer to the HSE website.

Useful links

HSE website:

Event management: <http://www.hse.gov.uk/event-safety/event-organisers.htm>

Firework displays: <http://www.hse.gov.uk/explosives/fireworks/using.htm>

1. Planning and management

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Health and safety policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Liaison with Local Authorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Risk assessments covering all stages of the event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Specific event safety plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clearly defined and accepted responsibilities and chain of command.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Competent person to help coordinate event safety.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Pre event safety inspection programmes in place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Insurance details, risk assessments and method statements available for all contractors e.g. caterers, bouncy castle operators.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

2. Venue and site design

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Assessment of the site to determine suitability in relation to anticipated crowd numbers, crowd profile and type of event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Evaluation of ground conditions and suitability for the event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate provision for access, escape during normal operations and emergency scenarios.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Site plans in place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



3. Fire safety

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Adequate means of escape in relation to occupancy levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Risk assessments consider fire spread, smoke, combustible materials etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Liaison with fire brigade and suitable access for tenders to get within 50m of all structures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Systems in place for alerting crowd to fire.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate fire fighting equipment in place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

4. Major incident planning

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Major incident plans in place covering the appropriate range of scenarios.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Local authority and emergency services provided input into plans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Roles and responsibilities defined and understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
System in place to alert crowd.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

5. Medical provision and first aid

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Assessment of first aid requirements performed in relation to crowd numbers, nature of event, crowd profile, venue type etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate first aid cover available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements defined for incident notification, treatment and recording.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
On-site medical facilities properly equipped and sign posted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sufficient qualified personnel provided, including paramedics and ambulance crews.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

6. Communication

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Communication systems defined between key personnel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Crowd communication systems in place such as PA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Incident communication procedures and call signs agreed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



7. Crowd management

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Systems to monitor attendance levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Entrance and exit provisions suitable for crowd numbers and audience profile.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Potential crowd pressure points assessed (e.g. entrances, stage) and arrangements defined to prevent or mitigate problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements in place to mitigate crowd surges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

8. Transport management

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Attendants appointed to provide parking duties.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Pedestrian routes separated from vehicle routes where possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency access routes established and systems in place to keep clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

9. Structures

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Structures to be erected by competent suppliers with suitable insurances, risk assessments, safe systems of work and proven history.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements in place for competent persons to check the structure after erection and during the event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

10. Electrical installations and lighting

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Electrical supply equipment and cable routes in safe locations designed to prevent crowd contact, crushing and contact from vehicles or people passing below.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Electrical installation installed by qualified electricians and subject to inspection and testing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Portable electrical equipment to be used by any personnel is subject to routine inspection and testing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate lighting in all areas, particularly where other hazards exist (e.g. steps).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sufficient qualified personnel provided, including paramedics and ambulance crews.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



11. Amusements and attractions

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Attractions are located so that they do not impede access / egress, including in the event of an emergency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Operator in possession of suitable insurances, risk assessments, operating procedures and history.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment to be operated only by formally trained persons.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All amusement attractions subject to necessary inspections such as ADIPS (Amusement Device Inspection Procedures Scheme).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

12. Food, drink and water

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Catering providers have completed comprehensive food hygiene analysis, including the transport, storage and preparation of ingredients.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All LPG and other fuels safely and securely stored.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Drinking water provided throughout the venue in accessible and clearly signed locations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Alcohol control policies defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

13. Welfare provision

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Assessment of sanitary requirements undertaken with a view to attendance numbers and gender.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maintenance, cleaning, emptying etc. arrangements in place for sanitary facilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provision made for people with special needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate washing and hand drying facilities in place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements in place for safe waste disposal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Noise safety strategy in place including welfare of employees, the audience and local residents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate fire and hygiene arrangements in place for camping facilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



14. Fireworks and pyrotechnics

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Documented risk assessments available evaluating the storage of all harmful, flammable, explosive etc. materials (e.g. fireworks, pyrotechnics, fogs)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Only authorised and classified fireworks to be used and in accordance with license requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Firework launch sites to be situated a safe distance from the audience, including consideration for a firework to malfunction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Local authority notified of the use of fireworks / pyrotechnics and arrangements made for them to perform an inspection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

15. Facilities for persons with special needs

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Consideration given to persons with special needs at all stages of the event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Wheelchair access provided (e.g. ramps, parking, toilets) and designated spaces made available within seated areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Evacuation procedures and emergency notices take account of persons with special needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements in place for those with impaired vision (e.g. signs, guide dog access).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

16. Children

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Children given consideration at planning stages and this is reflected in risk assessments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Any persons supervising child facilities have undergone CRB checks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Children's play equipment subject to risk assessments and periodic inspection by a competent engineer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Procedures in place for locating and assisting lost children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Print Name:

Position:

Signed:

Date:



About Bluefin Sport

Bluefin Sport is a national provider of insurance and risk management solutions to the world of sport.

Our approach has helped to make us one of the leading UK providers to sports industry bodies, players and businesses.

Our clients' activities extend across the world of sport from the largest professional organisations in the UK, including some of the best known names, right through to grassroots level.

Testament to our level of success, was the Football Association's appointment of Bluefin Sport as the approved insurance broker to deliver the National Game Insurance Scheme from 2012 and beyond.



About Sportscover

Sportscover is one of the world's leading specialist sports and leisure insurers with over 25 years experience of providing tailored insurance solutions. They provide a range of insurance products specifically designed for sport and leisure, all backed by first class security.

Sportscover provide legal liability insurance to thousands of football clubs in England through the National Game Insurance Scheme (NGIS) in partnership with Bluefin Sport.



About the National Game Insurance Scheme (NGIS)

There was previously no overarching insurance scheme for grassroots football which led to a number of issues. These included no uniformity to the provision of insurance across grassroots football, no guidelines or imposed standards and a varied and patchy provision of cover.

Working alongside Bluefin Sport (as the appointed broker to deliver the scheme), The FA hopes to significantly improve the insurance available to the National Game. They see the launch of this scheme as very much the beginning of this process.

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Bluefin
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