



WFA MINIMUM HEALTH AND SAFETY STANDARDS

1. INTRODUCTION

This standard supports the implementation of the Walking Football Associations Health and Safety Policy. It defines the minimum health and safety standard for walking football i.e. what it should include and how to incorporate health and safety in the safe application of walking football.

2. MINIMUM H & S STANDARDS

- A) Any WFA organised or supported tournament / event must have a risk assessment to identify and assess the safety considerations in planning the tournament / event.
- B) Affiliated Club Risk Assessment to be in place to assess, control and document those health and safety risks associated with walking football activities.
- C) Affiliated Club COVID -19 Specific risk assessment as required by the government.
- D) Emergency first aid procedures , a qualified First Aider should be present at each session, together with a first aid kit and defibrillator.
- E) Ensure safe equipment and environment are safe and without risk to health.
- F) All players to be registered with the affiliated club - name, address , emergency contact details and a health declaration information and statement.
- G) Affiliated clubs should have appropriate insurance for the clubs activates.
- H) Volunteers and players to take reasonable care for your own health and safety and that of others who may be affected by what you do or not do and to play safely in accordance with the WFA and rules.
- I) Injury prevention.
- J) New players to have a 'New Player WF Introduction' introduce the rules, venue facilities and emergency arrangements.

Best Practice: This part shows examples of implementing the arrangements of the minimum health and safety standards.

2.A

Any WFA organised or supported tournament / event must have a risk assessment to identify and assess the safety considerations in planning the tournament / event.

2 A.1) Guidance: The part shows good examples of implementing the arrangements of this standard:

Each event i.e tournament, competition will have its own characteristics. A risk assessment should be carried out and should assess the venues:

1. Equipment and facilities (addressing existing hazards).
2. Facilities, suitable, sufficient for the purpose and the number of participants involved .Fire safety, means of escape , emergency exits,muster point, occupancy limit, first aid arrangements.
3. Security (theft of belongings)
4. Catering including serving of alcohol.
5. Transport to and from the event as well as during the event
6. Participants - Disabilities, players health declaration / medication,emergency contact numbers

Best Practice: Consult with the venue about their health and safety risk assessment findings.

Note: A risk assessment form can be found in the appendices

2.B

Affiliated Club Risk Assessments to be in place to assess, control and document those health and safety risks associated with walking football activities.

2.B.1 Guidance : The part shows good examples of implementing the arrangements of this standard:

Each affiliated club has a responsibility for the health and safety of people who or are affected by the clubs activities. The purpose of a documented risk assessment is to assess the risks to health and safety of clubs, volunteers and participants as a result of WF activities.

- Once any hazards are identified, clubs must ensure that suitable and sufficient control measures are in place to reduce identified risks when they are delivering any activity.
- The assessment should be reviewed annually or when significant changes take place i.e moving from playing indoors to outdoors. (surface change, appropriate footwear,slips, contact with walls)
- Is the player registration document up to date with medical information and emergency contact details?
- Is the pitch / playing area and surroundings safe and free from obstacles.i.e. trip hazards.☒
- Venue Facilities , toilet, changing rooms , hygiene arrangements and showering facilities adequate and private? . Valuables safe?☒
- Fire safety :Are all fire escape routes clear of obstructions, well signposted and easy to use? Are fire extinguishers available, are actions to report and respond clear to participants. can emergency vehicles access facilities?
- Accidents - ☒ Is there an adequate first aid box and sufficient /suitably trained personnel? ☒ Do participants know how to respond to a first aid injury.
- Are players advised about appropriate footwear for various playing surfaces?
- Shin pads to be worn, jewellery removed or covered.

Best practice: Consult with the venue about their health and safety risk assessment.Inform venue of your risk assessment.

Note: A risk assessment template can be found in the appendices

2.C

Affiliated Club COVID -19 specific risk assessment as required by the government.

2.C.1.The part shows good examples of implementing the arrangements of this standard:

This standard has its own COVID-19 Guidance Document and can be found on the WFA website.

Covid-19 Risk Assessment : Clubs should only return to play WF when they have carried out a full and proper COVID-19 specific risk assessment in order to implement suitable control measures to mitigate the spread of corona virus in accordance with the current UK Government guidance and follow the latest public health advice.

2.D

Emergency First Aid procedures , a qualified First Aider should be present at each session,together with a first aid kit and defibrillator.

2.D.1.The part shows good examples of implementing the arrangements of this standard:

- First Aid provision at Walking Football clubs will differ depending upon the individual clubs requirements and the facilities arrangements. Assess the hazards present which could result in first aid treatment and which will determine the contents of the first aid kit.
- Appropriately qualified first-aiders, holding current first-aid certificates i.e at the venue where the activity is taking place in the event of an incident occurring.
- It is important that all treatment by a first-aider or medical professional has been involved are recorded in the necessary incident logbook(s) / accident book.
- If the condition warrants more serious treatment ensure patient is advised to do so and have appropriate travel arrangements described in the either a first aid procedure or emergency procedure.

Best Practice: Develop a First Aid and Blood Spillage procedure and carry out an exercise when the activities start and at least annually, this provides assurance that the the response is adequate also gives assurance and confidence to participants that arrangements are appropriate.

Ensure all injuries that are treated by either first aider and medical professional are communicated and reported to the sports venue for their history.

**Note: A First Aid and Blood Spillage procedure example can be found in the appendices
Accident / Injury form example can be found in the appendices.**

2.E

Ensure safe equipment and environment is safe and without risk to health.

2.E.1 The part shows good examples of implementing the arrangements of this standard:

Clubs should ensure that equipment and that the environment are safe and without risk to health.

- a) Goal Posts are checked, sturdy and netting fixed.
- b) Ball pressure is adequate.
- c) No slip, trip and fall hazards.
- d) Goal keepers to wear gloves.
- e) Provide / Request players to bring water to prevent dehydration.
- f) Provide / Request players to bring sunscreen during summer.

Best Practice: All included in the Risk Assessment and organiser to visually check pitch before activities commence.

2.F

All players to be registered with the affiliated club - name, address , emergency contact details and a health declaration information and statement.

2.F.1 The part shows good examples of implementing the arrangements of this standard:

- It is essential that clubs record who participates and include emergency contact details in the case of an emergency and the organiser has this information available should an emergency occur.
- The organiser should consider the individual participants needs and abilities i.e. recovering from an injury / illness, offer another scheduled activity that may be more appropriate, not to play in goals if ball contact may aggravate pre existing condition.
- Participants may need personal inhalers.
- Provide further assurance and confidence to the participant.

Best Practice: Include health declaration as part of player registration and during the initial introduction to the activity ask participants for any pre existing health conditions that may affect their play.

Obtain this information at the first session even if the player has not yet registered with the club. Annually review emergency contact numbers, have registration documents available at every activity - this information can be passed to emergency responders.

2.G

Affiliated clubs should have appropriate insurance for the clubs activities.

This part shows guidance of implementing the arrangements of this standard.

Health and Safety Injuries occur on and off the pitch.

- Clubs should understand their insurance position and should liaise directly with their insurers and insurance advisers, to ensure that walking football is adequately insured and to ascertain whether any additional steps are required.

For example: Certain types of insurance may be compulsory for your club before you enter into competitions or leagues.

- Clubs should ensure they read policies carefully so that they are clear what the club is and isn't covered for and what your club's liabilities are, e.g. levels of excess and you are advised to make Insurance documents are available to your players and members before they participate ,players should be aware of the coverage they have through their membership / registration to the club in the event they need to make a claim and rely on the policies.

Note: Public Liability Insurance: Provides financial protection if clubs are held to blame for injury to a person or for loss or damage if sued

Best Practice: Communicate with the insurance provider directly to verify understanding

2.H

Volunteers and players to take reasonable care for your own health and safety and that of others who may be affected by what you do or not do and to play safely in accordance with the WFA and rules.

2.H.1 This part shows guidance of implementing the arrangements of this standard.

Volunteers and players should be made aware of:

- a) Venue's safety arrangements.
- b) WFA rules of the game.
- c) WFA ethos and the activity is more about enjoyment than winning and unsafe / at risk behaviour will not be tolerated.

Best Practice: Record and document in the "New Player Introduction to WF", in case the regular organiser is away and a replacement organiser takes over (for consistency)

2.1

Injury prevention

2.1.1 This part shows guidance of implementing the arrangements of this standard.

Walking football injuries happen for a variety of reasons i.e. player collision contact, lack of proper warm-up, poor technique. Generally these fall into these two categories:

- Sudden injuries - the result of a single impact, awkward movement or accident.
- Overuse injuries - develop over time due to poor technique or repeatedly overusing certain parts of the body

Treating Sports Injuries - Players can treat most minor sports injuries themselves. By resting the affected body part and use over-the-counter painkillers, such as paracetamol or ibuprofen, to relieve pain. Other more serious injuries, will need specialist guidance.

Players should stop exercising if they feel pain, regardless of whether the pain is sudden or chronic., as exercising while injured can cause further damage and significantly lengthen recovery time.

Warm up before exercise. Warming up helps physically prepare your body for exercise.

Stretch before and after exercise. Poor flexibility is a common culprit in many sports injuries. Stretching before and after keeps your body limber.

Purchase proper footwear. Walking / playing with inappropriate footwear can wreak havoc on your feet.

Listen to your body. Know your body's limit. If you start to feel pain, stop exercising. Continuing to do so could cause permanent damage.

Drink lots of water. Exercising drains your body's fluids. Replace them by drinking lots of water.

Eat nutritious food. To expedite your recovery, eat healthy, nutritious meals before and after exercising.

Incorporate rest days into your exercise schedule. Exercising every day overexerts your body. Schedule days with little to no exercise to give your body a chance to recover.

Take ice baths to reduce swelling. Although the evidence is inconclusive, some athletes find taking ice baths after workouts helps reduce swelling and speed recovery.

Receive regular sports massages. Regular massages by a sports masseur can help with recovery by increasing the body's blood and oxygen flow

Best Practice: Inform players that a warm up will commence before playing and to arrive early and all players must warm up before play.

Warm down exercise after playing .

Consider Playing '3' touch football to reduce the risk of collision and playing **strictly** 'non contact' also reduces this risk of an accident. Organiser to continually remind participants to warm up and stretch before play.

2.J

New players to have a 'New Player WF Introduction' introduce the rules, venue facilities and emergency arrangements.

This part shows guidance of implementing the arrangements of this standard.

Document this process:

- a) Communicate the Venues ,rest room, changing facilities , security, first aid, safety and emergency arrangements.
- b) Players to wear suitable comfortable clothing and appropriate footwear in accordance with the venues playing surface and clubs policy.
- c) Rules of the Game
- d) Club rules (if any)
- e) Confirm emergency contact details are available
- f) Injury Prevention -Warm Up and stretch before play.
- g) Insurance arrangements

Clarify with new participant their understanding of the above/ any questions?

Best Practice: Produce a New Player WF Introduction Check list

Note: Example provided in Appendices

APPENDICE B FIRST AID AND BLOOD SPILLAGE PROCEDURE

Club:	First Aid and Blood Fluid Spillage Procedures July 2018	
Prepared by:	Date:	Revised:

First Aid Procedure (includes COVID-19 precautions) **Whenever possible maintain a 2m social distance**

1. Purpose - This procedure describes the arrangements in place to respond, report and treat first aid incidents to players. First Aid is the emergency care given to an injured person before professional medical care or an ambulance is available.

2. Responsibility – The Facilitator is responsible for the dissemination, implementation and review of this procedure.

3. Location - XXXXXX will run sessions at XXXXX and a facilitator will coordinate and manage the session.

4. Resources – facilitator has a first aid medical bag and the sports centre reception has first aid boxes, Artificial External Defibrillator (AED) and landline. The first aid box contents / AED have to be checked by the facilitator annually. Trained First Aid Staff at the sports Centre have current First Aid certificates. The facilitator will annually check current certificate compliance any discrepancies are to be reported to the Sports Centre staff.

3. Response - Will initially be the facilitator who will determine whether further medical assistance is required or whether they can deal with the situation themselves. If they can't then the facilitator will call for assistance without delay.

a) If it can be dealt with by themselves. (often players will have strains during football sessions). The key points to consider in the management of these injuries are: to give the player assistance, support and treatment i.e. use of ice packs, sprays from the medical bag, rest and assurance.

Be aware of other cross contamination that could occur that isn't related to COVID-19.

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

If an adult is unresponsive and not breathing normally, you still need to call 999 or 112 for emergency help and start CPR straight away. DO NOT GIVE MOUTH TO MOUTH resuscitation

b) If the facilitator advises that the injured person needs to be assessed by the first aider then the facilitator will instruct another player to report to the reception and request the first aider.

c) If the facilitator believes that the injury requires immediate 999 / 111 assistance then the facilitator / players will call the ambulance by their mobiles. And, simultaneously a player will report to and request first aider to attend.

4. Hygiene response – Any responder to an injured person must wear gloves when dealing with accidents involving all injuries including spillage of bodily fluids. After treatment to hand sanitize clean medical bag and any potentially contaminated equipment, double bag any waste.

5. Considerations- Responders will consider whether the person being treated has any considerations that should be taken into account. If unsure then this should be discussed with the person being treated. For example, a male first aider may ask if a female requiring treatment is happy for him to provide it for her, or whether she would be more comfortable being treated by a female first aider. In certain situations such dialogue may not be impossible, for example if someone is seriously injured

and first aid must be given immediately. In such cases the health and well being of the person being treated will take precedence over any other considerations.

5. Emergency Contacts - All registered players complete a health declaration form which will be kept by the facilitator and be available at each session, so that medical information may be communicated to emergency responders and the facilitator may contact those persons identified as the injured persons 'emergency contact'.

6. Transportation - If an injured player goes to hospital / or home by car then another player will go by there car. If the injured person goes to hospital in an ambulance one player will accompany the injured person (if allowed). Players will collect the casualty's personal belongings and secure them to accompany the injured player and the facilitator will ensure that the health declaration form accompanies the injured person.

7. Reporting of Incidents and Accidents. The sports centre accident form and club accident book should be filled out for all injuries requiring first aid attention.

8. Accident Book- The facilitator shall maintain the hardback club accident book.

9. Exercises - Two emergency first aid exercises shall be carried out per year and records kept.

10. Risk Assessment - The assessment shall be reviewed annually by the facilitator and include potential first aid hazards, controls and comments.

11. Player Medication- Some players may carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma). If a player needs to take their own prescribed medication, the facilitator / first aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate.

11. Review Period- The First Aid Procedure and Blood Spillage procedure will be reviewed annually by the facilitator, after any incident / injury and exercise.

Appendice A = Body Fluid Spillage Procedure

Appendice B = Ambulance Information

Appendix C - Body Fluid Spillage Procedure

- Gloves to be worn at all times. Consider wearing face covering and to provide patient with face covering.
- Blood and body fluids (e.g. vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both players, match officials, facilitator and responders should practice good personal hygiene and be aware of the procedure for dealing with body spillages.
- Sports Centre staff are to be contacted initially so that they can arrange for a member of their team to clean the area appropriately.
- Initial Clean Up Procedure - Get some disposable gloves from the First Aid bag / sports centres reception / first aid kit and place absorbent towels over the affected area and allow the spill to absorb.
- Wipe up the spill using these and then place in a bag and then another bag. Put more absorbent towels over the affected area.
- The bag that has had the soiled paper towels put in, then needs to be tied up and bagged again and ideally placed in the yellow bin or double bagged and put in an outside sports centre bin and inform venue staff.
- Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag , and then another bag and tied up and be disposed of appropriately.

- The area then needs to be cordoned off until cleaned.

Appendix C - Ambulance Information : Obtain the players health declaration form from the facilitator.

- Dial 999, or 112 (Mobile Phones) ask for an ambulance and be ready with the following information. Send a player to contact the sports centre staff.
- Telephone number: (number being dialled from)
- Give your location as follows: XXXX
- Give exact location at the sports centre where the incident has occurred Ambulance to come to (... state location) and a member of staff should be there to meet them .
- Give your name
- Give name of injured player and a brief description of the players symptoms. If ANAPHYLATIC SHOCK state this immediately, as this will be given priority.
- Give any medical history and known medications that you know this player may take. Refer to the players health declaration form.
- If you are unsure of how to manage the Casualty you can keep the Ambulance Operator on the telephone and get them to talk you through what you should be doing.
- OR you can ring them back at any time.
- REMEMBER TO SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED

Appendix

REGISTRATION & PERSONAL DATA FORM

Before taking part in Walking Football, participants are required to complete the registration form.

Information required for administration purposes -when players leave this form will be destroyed

Personal Details			
Title		Address	
Surname			
Forenames			
Date of Birth		Post Code	
Telephone			
Emergency Contact Person		Emergency Contact Tel. No.	
Email			
Health Detail circle			
Do you have a disability or injury that may prevent you participating actively in the practical session?			YES NO
Do you have a learning difficulty?			YES NO
If you have answered yes to the above, please give further details and indicate any requirements you have:			
Current status: please delete or circle : UNSURE		FULLY FIT	
Medications / tablets (currently being taken):			
Other Information: (please declare any other medical information you feel appropriate			

WAIVER/RELEASE FOR COVID-19

I acknowledge the contagious nature of the Coronavirus/COVID-19 , I further acknowledge that xxx has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19 and xxx can not guarantee that I will not become infected with the Coronavirus/Covid-19 during my participation. I acknowledge that I must comply with the rules to reduce the spread while attending Walking Football sessions.

I affirm that: I, as well as those in my household, have not been exposed or diagnosed with COVID-19 within the last 30 days. And that In the past 14 days I have not experienced:

a high temperature - a new, continuous cough - a loss or change to your sense of smell or taste and i have followed the self quarantine rules if I have returned from countries that the UK government has said to self isolate. I have also not returned to walking football for 1 week when I have travelled by airline from abroad. I also acknowledge that I will follow any local partial and full lock down government guidelines.

By signing this section you agree to the above. Signature: _____

COVID 19 - RETURN TO PLAY RULES (extracted from Risk Assessment)		
<p>Pre Session: if you feel unwell do not play. If you feel as though you have any COVID symptoms do not travel to session. Do not share transport unless you share the same household or support bubble</p> <p>Players to follow self quarantine rules when returning from abroad (follow gov rules)</p> <p>Players returning by airline abroad cannot play for 1 week.</p> <p>Do not use changing rooms to change, come changed.</p> <p>Use personal and provided hand sanitizers Social distance 2m between persons at car park and arriving to play.</p> <p>Do not congregate in numbers. Entrance via the pitch gate is a potential congestion 'hot spot.</p> <p>Balls to be disinfected prior to each session and</p>	<p>During Play: No Tackling, No Contact.</p> <p>No handshakes, No fist bumps, No hugs..Refrain from spitting.</p> <p>Play 3 touch football, no contact.Do not overcrowd pitch with high number of player numbers. No sharing of drinks, whistles or pens or anything that could potentially infect others.</p> <p>Players will be given a personal bibs to take home and all bibs are to be washed after each session. Players to use the provided hand sanitisers before , half time and at end of play. Reduce vociferous interactions during play (talking as opposed to shouting). Do not share clothing or equipment</p> <p>Keep a register of date and attending players in case contact has to be made in the future I.e. NHS Test and Trace.</p> <p>Players to bring exact money to play, no change given.,and deposited in container and left for 3 days before handling monies.1.No corners to remove overcrowding area in the last third of the pitch.Facilitator to clean all equipment before next session.</p>	<p>Post session: Wear gloves when storing balls away after session.</p> <p>Do not travel in shared transport unless a member of house hold or in a support bubble.</p> <p>Wash hands after the session. Use alcohol santizers before leaving.</p>

Date Protection:
 In order to comply with Data Protection Legislation, your consent is required as to how we may contact you and what information xxx can store in order to do so' .
 If you wish to be contacted and updated regarding topics such as general club

information, i.e. news, by signing this form you are consenting to Skipton WFC holding and processing your personal data. When you leave this form will be destroyed.

I consent to Skipton WFC contacting me by : Circle / delete

Home Phone Yes / No

Mobile Phone Yes / No

Email Yes / No

Terms and Conditions

- It is your own responsibility to play by the rules, keep us updated of any changes to your personal re-registration and medical information, i.e.- illnesses new or ongoing, injuries, any health concerns, or personal data.
- In some circumstances a doctor's note may be required to verify that you are fit to participate in this activity.
- Walking football is a competitive sport involving potential risks to health by its nature. Whilst every effort is made to ensure that we play in a friendly and gentlemanly way, in accordance with WFA. rules, please note that members take part in this activity at their **own risk**. xxxx Walking Football Club cannot be held responsible for any injury. The club retains the right to discontinue participation of any player who behaves in a non-gentlemanly or dangerous manner.

ALL PLAYERS ARE PLAYING AT THEIR OWN RISK THROUGHOUT ANY OF THE WALKING FOOTBALL SESSIONS

DATE: _____ **SIGNATURE:** _____ **PRINT**
NAME: _____

New Player check list
Accident / Injury form example in Appendices