



## **NSSA Health and Safety Statement**

NSSA is strongly committed to encouraging club members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability, and expect our junior athletes to participate within these boundaries.

## **NSSA Health and Safety Policy**

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club facilities and all activities undertaken by the club
- Create a safe environment by putting health and safety measures in place as identified by the assessment
- Work with NISA (National Governing Body) to ensure compliance with their guidance and good practice
- Work with NIC and other venues to ensure compliance with their health and safety risk assessments
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development
- Ensure that all members are aware of, understand and follow the club's health and safety policy
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during any club activity or whilst on the club premises
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness

### **All club members have a duty 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
- Co-operate with the club on health and safety issues
- Correctly use all equipment provided by the club

- Not interfere with or misuse anything provided for your health, safety or welfare

### **NSSA Procedures**

The NSSA risk assessment is on the NSSA website and reviewed and up-dated on a 3 yearly cycle. Risks are identified and action implemented to minimise each risk.

### **First aid**

Each squad has a first aid bag.

The list of recommended contents for each first aid bag is on our website.

We identify a medically trained guardian/parent (Registered Nurse/GP/Hospital Doctor) to advise on the contents of our first aid bag and to check the anti doping advice given by NISA and the ISU.

The first aid bag is taken on all travel and trips by the Team Manager.

First aid at our training venue (NIC) is provided by trained NIC First Aiders.

Our coaches all have first aid certificates.

We make first aid training available to our Team Managers.

### **Reporting**

Accidents are recorded by the Team Managers in their accident book. Team Managers report accidents to the venue (generally NIC) as appropriate. Copy of accident book attached.

Accidents, incidents and complaints are initially dealt with by the Team Manager. Where further investigation is required the accident, incident or complaint is referred to the NSSA Welfare Officers.

All accidents, incidents and complaints are recorded by the Welfare Officers on a spreadsheet. The Welfare Officers will investigate the circumstances of an accident, incident or complaint. Details of individual skaters/families are anonymised. Individual investigations are discussed at the Committee Meetings and recommendations for improvements in practice are made. Improvements are allocated to a responsible individual and actioned in line with an agreed timescales.

The Welfare Officers provide an annual report at the AGM. Information includes, the numbers and types of incidents dealt with, outcomes and improvements implemented as a result.

NSSA works with the NIC and other venues to ensure accidents and incidents are recorded.

Insurance is provided through NISA and reviewed on an annual basis.

We review our health and safety practice by:

- Monitoring accidents, incidents and complaints
- Liaising with NIC
- Liaising with NISA
- Attending training and briefings to keep up-to-date with good practice

For queries on any health and safety matters please address your concerns to the Vice Chair in the first instance.