



## **Poloc Cricket Club normal operating procedures**

### **Supervision of junior sessions**

Number of qualified First Aiders required:	One
Number and levels of qualified Coaches required:	One UKCC or ECB Level I (or equivalent) and at least one Coaching Assistant
Coach to participant ratios:	1:15

### **Juniors misbehaviour**

Should unacceptable behaviour continue a final warning should be given by the Coach in charge.

If rules are continually disobeyed the child should be asked to leave the session. The child's parent/guardian should be contacted and asked to pick them up, if they are not available then the child should be asked to sit by the side of the session, put on warm clothing and take on liquids.

### **Risk assessment**

Regular and recorded risk assessments are carried out for all activities. These aim to:

- identify potential hazards which could reasonably be expected to result in significant harm;
- identify who might be harmed;
- consider existing controls - is the risk of significant harm low/unlikely, medium/possible or high/probable;
- [where the risk is identified as medium or high] identify action required;
- [if the risk is low] implement precautions, although this is optional and related activities may proceed;
- [where the risk is medium] implement additional precautions before an activity proceeds; and/or
- [if the risk is high] ensure the related activity does not proceed until the risk has been significantly reduced.

### **Injury and incident recording**

To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995 it is a legal requirement to immediately report all accidents and dangerous occurrence incidents.

This report must be made to the General Committee who shall make a detailed record in the accident book of the accident/dangerous occurrence and decide if the HSE should be informed.

All incidents which require Police involvement (i.e. theft, assault) must be recorded in writing by completing an accident/incident report.

There is a statutory requirement to keep accident records for a period of three years.



### **Erecting and dismantling equipment**

All equipment must be erected and dismantled with due regard for the health and safety of the persons involved, and/or other members. In all cases equipment shall be set up in accordance with best practice as defined by the sports governing body, manufacturers, suppliers and any training.

Under no circumstances should high risk equipment be left unattended once erected.

Members, Coaches and/or staff should not be asked, or attempt, to erect equipment in which they have no previous experience, knowledge or training.

All identified defective equipment should be removed to a safe and secure place of storage and marked "out of order". Defective equipment must be brought to the attention of the General Committee who shall make arrangement for repair and replacement.

### **Facility operating procedure**

Open rear door to clubhouse and immediately turn off the security alarm.

Switch on lights.

Carry out a quick tour of the building ensuring that all corridors and fire doors are clear of obstructions.

Open changing rooms (if applicable).

Open main clubhouse entrance door (if applicable).

Remove float from vault and place in till (if applicable).

### **End of day procedure**

Ensure all money is locked in vault.

Ensure that everyone has left the premises.

Close and lock main clubhouse entrance door.

Pull down security shutters around main bar area.

Check television switched off.

Check all internal doors are closed and (except toilet doors) locked.

Check all windows are closed and lights are turned off.

Close main clubhouse area curtains.

Set alarm systems and lock front doors.