

SQUASH LINK HEALTH AND SAFETY POLICY

OVERVIEW

Squash Link's primary aim is to support children and young people, within safe boundaries, when:

- Playing the sport of squash / engaging in any physical literacy activity;
- Receiving academic support and mentoring;
- Engaging with local community projects, extracurricular activities and further education placement

Squash Link recognises the importance of policies and procedures to deliver consistent, high standards and this policy will define and guide safe procedures for all our activities with due regard for all standard operating procedures and official recommendations (including the Irish Sports Council's Code of Ethics & Good Practice for Children's Sport) to ensure the physical, mental and emotional well-being of participants.

It is compulsory for Squash Link staff and volunteers to have read and received training on all relevant parts of this policy and to implement them accordingly. The policy applies to the health and welfare of staff, volunteers and all third parties¹.

NAMED PERSON

The designated health and safety coordinator of Squash Link:

Mark Kelly
Irish Sports & Education Association
SPORTSCO
South Lotts Road
Ringsend
Dublin 4
D04 R6C2

Contact:

squashlinkireland@gmail.com
+353(0)831001314

It is the responsibility of the Named Person to oversee delivery and compliance with the Health and Safety policy and to review this policy annually. It is the responsibility of staff members and volunteers to help implement the policy and to report to the designated coordinator on any matter related to or impacting on health and safety of Squash Link activities.

Feedback on any aspect of this policy is welcome and should be addressed in confidence to the Named Person.

¹ Participants and members of the public Squash Link is in direct contact with

STAFF DUTIES AND EVALUATION

It is the responsibility of staff and volunteers (hereafter referred to as 'instructors') leading Squash Link activities to deliver to the standards outlined in this policy. As a general principle this means taking all reasonable measures and practical steps to ensure the safety of themselves and 'others'². In practice it means delivering on the Code of Practice and Participant Welfare Code, detailed below, as a matter of regular practice.

Continual evaluation of the Health and Safety measures outlined here is the responsibility of the designated person with the co-operation of relevant instructors. This will be conducted on an annual basis for all general procedures.

CODE OF PRACTICE

Staff and volunteers operating under the ambit of Squash Link are expected to exercise due diligence in all areas of work. This requires recognizing:

- I. Which specific Health and Safety procedures are required to be implemented and adhered to; and
- II. Which specific reporting mechanisms to use to inform others about specific cases where additional measures may be needed or where existing procedures have broken down

The specific procedures to ensure participant safety and covering all activities are as follows:

1. Instructors must hold the minimum relevant National Governing Body (NGB) award for the activity they are leading, and where possible will hold higher level awards in the particular discipline.
2. Child Protection training is compulsory for all Instructors working with Squash Link participants and must be refreshed annually.
3. A standard medical form or 'Participant / Parental Consent Form' (see appendices) must be completed for all participants and instructors are required to review medical, fitness, dietary information on each participant pre-activity. These must be carried by the lead instructor on the activity to ensure next of kin and medical info is on hand in case of incident.
4. Instructors must ensure all equipment is fit for purpose prior to conducting any activity, to highlight any concerns with equipment, to do their utmost to maintain equipment to a high standard and to ensure all equipment is cleaned and stored appropriately after use. Instructors have the right and responsibility to refuse to conduct any activity with equipment judged not fit for purpose.
5. Relating to etiquette, instructors should:
 - Clearly identify themselves and other staff / volunteers by name to the group, and ensure any accompanying adults are aware of their leadership role
 - Clearly identify the role you want any accompanying adults to take, even if it is a passive role
 - Learn the first names of all participants, watch for individuals struggling and provide additional help and encouragement.
 - Ensure each participant is appropriately dressed and kitted out for the activity.
 - Provide a clear overview and briefing for all activities and re-brief whenever the activity changes.
6. An accident/incident written record must be completed for all injuries and lodged with the Named person immediately after the activity. *It is the responsibility of lead instructors to immediately inform the Named person of all pertinent details related to the incident at the earliest possible convenience once a situation has been stabilized*
7. Consult with other accompanying instructors regularly and arrive at shared decisions on all safety concerns.

² 'Others' are defined as other Squash Link instructors, participants, partners (e.g. local groups we are working with or staff in places we are resident) and anyone we come into direct contact with during our activities

EMERGENCY PROCEDURE

In the event of an emergency or accident during the course of an activity, the following procedure should be activated in the order described:

1. Ensure that you and your group are safe from hazards, *and then* ensure any casualties are safe from further incident/accident.
2. Assess the situation; identify all casualties, identify any further hazards. Remove the influence of any hazards where possible.
3. Rapidly investigate any injuries and contact the emergency services if appropriate. If contact is not possible in your location, consider sending at least two members of your group to a point where they have a phone signal, as long as you consider them to be capable and able. Give clear instructions to all those leaving the main group including your location, number in your party, immediately obvious injuries and instructions to allow them to relay the situation effectively to Emergency Services.
4. Apply first aid as required. Pay close attention to the condition of your **whole** group. Prioritise according to the urgency of injury and act so as to mitigate against possible deterioration in the condition of *all* members of your group
5. If the nature of injuries is such that you have contacted the Emergency Services, stabilize casualties in your location and await their arrival, keeping a record of any change in the medical signs of symptoms of all casualties.
6. Only consider evacuating your group to the nearest inhabited dwelling or point of road contact if there is a strong reason to believe you cannot be reached in your present location by Emergency Services.
7. On arrival of Emergency support, ensure that any evacuees are accompanied by instructors or an accompanying adult, *and* the remaining group has adequate instructor cover.
8. During this procedure, contact the Named person as soon as possible without interfering with the speed and effectiveness of your actions. Report the full incident to the Named person as soon as possible after having dealt with the emergency. A decision will then be made whether to end the activity or to allow it to continue.
9. Complete an Accident report form³ at the first available opportunity.

PARTICIPANT WELFARE CODE

Participants are at the centre of Squash Link's Health and Safety policy, both in terms of their own safety and their potential risk to each other or third parties. The current general principles are applied to their welfare:

1. Acceptable Level of Risk: All Squash Link activities are required to operate within an **Acceptable level of Risk**. Minimizing the risk to staff, volunteers, participants and third parties to an acceptable level is a priority. What does this mean in practice?

An acceptable level of risk is what an individual would encounter if they were to walk into that environment on their own, without specialist guidance but with a complete knowledge of all the hazards around them *and* a knowledge and competency to allow them to avoid injury as a result of those hazards.

It is Squash Link's duty to warn all individuals of the hazards that they are likely to encounter, and provide them with a course of action, and appropriate equipment to reduce that level of risk to one that can be managed by them *without likely injury*. In addition, Squash Link has a specific duty of care to children and meaning that it is not assumed that they are capable of taking action for themselves.

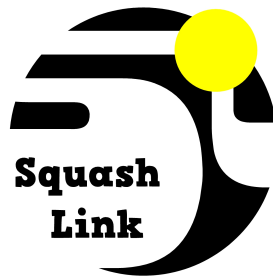
³ See Appendices

2. Type of activity, level of competence & age of participants: Squash Link has a responsibility to risk assess all activities in relation to the profile of participants it intends to lead into any given environment, as this profile will affect each individual's ability to manage the risks involved. Profile involves taking into account participants' stated past experience, age, perceived fitness, medical history and any other relevant factor such as behaviour on the day in question.

Participants should be treated at all times with absolute respect in terms of explaining, where practical to do so, the rationale for any choices made during an activity. Instructors can help ward against undue risk by providing clear and appropriate instruction at all times, as well as a supportive and helpful manner.

TRANSPORT AND ACCOMMODATION

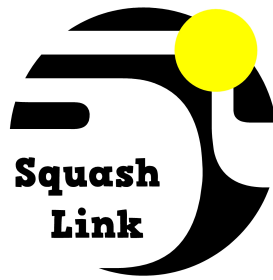
All transport and accommodation offered as part of Squash Link activities must be thoroughly checked by the Named Person or instructors acting under his direction prior to their use by participants.



SQUASH LINK ACCIDENT REPORT / RECORD TEMPLATE

DESCRIPTION OF LOCATION	
NATURE OF ACCIDENT	
DATE OF ACCIDENT	TIME OF ACCIDENT
NAME OF INJURED CHILD	AGE
NATURE OF INJURIES DEFINITE	SUSPECTED
ONGOING CONDITION OF INJURED CHILD	ANY OTHER CONCERNS

Medication must not be offered to participants under any circumstances unless prescribed by a doctor. This includes things like antiseptic washes, wipes, creams and ointments, proprietary eyewashes, analgesics of any nature, herbal or homeopathic remedies.



SQUASH LINK PARTICIPANT / PARENTAL CONSENT FORM (for Parents and Guardians)

Photo of participant here

Anything written on this form will be held in confidence. Our coaches, mentors and tutors need to know these details to meet the specific needs of your child:

I give permission for my child to attend all SQUASH LINK sessions to include squash coaching, training, practice and competitive matches, after-school and weekend educational workshops, homework support and extracurricular activities.

Child's full name	
Address	
Home Tel Numbers	Landline: Mobile:
Contact email address	

Age	
Date of birth	
Gender	
Name of friend/relative if parent/guardian is unavailable	Name: Tel: Relationship to child:
GP/Doctor's Name	

GP/Doctor's Tel No.	
Details of any known special dietary requirement/allergies/medical conditions	
Any other special needs/requirements that would be helpful for SQUASH LINK staff to know about	

I will inform SQUASH LINK staff of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the named child, I give permission for medical treatment to be administered where considered necessary by a nominate first aider or by suitably qualified medical practitioners. If I cannot be contacted and my child should require medical emergency hospital treatment, I authorize a qualified medical practitioner to provide emergency treatment or medication.

I have been made aware that SQUASH LINK has developed safeguarding policies and is committed to ensuring the wellbeing of my child by having in place a:

- **Child Protection Policy; and**
- **Garda Vetting Policy in relation to all staff**

SQUASH LINK is committed to ensuring that any information gathered in relation to participants follows all data protection laws.

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to travel to and participate in all activities.

Signature of Child

Signature of Parent/Guardian

PRINT NAME

Date

Please return this consent form to any staff member of SQUASH LINK. It will remain valid for 1 year.