



HOLYHEAD HOTSPUR FOOTBALL CLUB

HOLYHEAD HOTSPUR FOOTBALL CLUB HEALTH AND SAFETY MANUAL



HOLYHEAD HOTSPUR FOOTBALL CLUB

CONTENTS

Health and Safety Policy

Procedures

- Stadium Access
- Stadium Concourse
- Signage
- Notice Boards
- Match Security
- Segregation of Spectators
- Public Address
- First Aid Post/Emergency First Aid Room
- Point of Contact
- Evacuation Plan

Match Day Officials

- Stadium Coordinator
- Club Safety Officer

Future Club Organizational Chart

- Structure
 - Board of Directors
 - Club Management Committee
 - Academy/Youth Development Committee
- Functions

Child Protection

- Duties of Welfare Officer
- Action necessary on receipt of Football Association of Wales Directives
- UN Convention on Children's Rights (1989)

Amendment Sheet



HOLYHEAD HOTSPUR FOOTBALL CLUB

HEALTH AND SAFETY POLICY

It is the Policy of Holyhead Hotspur F.C. to provide a safe access and a safe environment for all persons who have a legitimate reason for attending the Football Stadium or the Club House.

All Club officials and Stewards will have been informed of their specific duties prior to anyone entering the Stadium.



HOLYHEAD HOTSPUR FOOTBALL CLUB

PROCEDURES

STADIUM ACCESS

As far as is possible motorized vehicles and pedestrians will be segregated after they have passed the Leisure Centre on their way to the Stadium.

Pedestrians can approach the Stadium by means of the roadway or the grassed area immediately in front of the turnstiles. There is a flagstone pathway in front of the two turnstiles leading back to the roadway. There is a yellow hatched area on the roadway to prevent any vehicle parking in front of the access to the flagstone pathway.

Officials, managers, players and medical staff gain entry to the Stadium through its Main double gates, but if necessary a side gate in the New Oval can be used. All these gates can be safely accessed by means of a pavement.

Motorized vehicles approach the Stadium by means of the roadway. Parking is on the roadway in front of the Stadium with the exception of those yellow hatched areas that denote pedestrian access to the flagstone pathway, the Main double gates which incorporate two disabled parking bays, and the gate behind the Main stand near to the Medical Room in the Club House.

Stewards will be deployed in the roadway to control pedestrians and motorized vehicles if the Club Safety Officer deems it necessary.



HOLYHEAD HOTSPUR FOOTBALL CLUB

STADIUM CONCOURSE

When people enter the Stadium through the two Turnstiles or the Main double gates then enter a large concourse.

The concourse is the area by which Spectators can access:

- The Refreshment facilities
- The Club Shop
- The Match Day Office
- The Club House
- Some of the Stadium Toilet facilities

The concourse is normally the area by which the Officials, managers, players and medical staff access:

- The Dressing Rooms
- The Players Refreshment facilities

A separate access for Officials, managers, players and medical staff is available via a side gate in the New Oval (adjoining ground) if the Club Safety Officer deems it necessary.

SIGNAGE

The Turnstile Block, Concourse and exterior of Changing Block have signs that:

- Direct spectators to the various Stadium shop and refreshment facilities
- Direct spectators to the disabled, male and female toilet facilities
- Display the Ground Regulations approved by the FAW.



HOLYHEAD HOTSPUR FOOTBALL CLUB

NOTICE BOARDS

There are Notice Boards in the Club House, Turnstile Block and Concourse which show the Ground Regulations.

- The Club has the right to refuse admission and to remove from the Ground anyone guilty of misbehaving or causing a disturbance.
- Spectators are not allowed to enter the field of play (unless they are directed there in an emergency situation), nor must they use foul or abusive or racist language, or throw objects on to the field of play.
- It is a Football Association of Wales offence to consume intoxicating liquor outside of the Club House.
- Football matches are subject to postponement or abandonment. Paid entry to the Ground for a match is on the understanding that if the match is abandoned the entry fee is non returnable.

MATCH SECURITY

The Club Safety Officer is responsible for determining the number of Match Day Stewards necessary and their location.

Match Day Stewards having been allocated their specific duties will undertake the following tasks:

- Inspect their areas to ensure that from a Health and Safety standpoint all is in order
- Ensure that sufficient exit gates are unlocked to evacuate the Stadium in a safe manner in the event of an emergency
- Recognize and respond to crowd conditions
- Control and direct crowds as necessary
- Deal quickly and efficiently with any disorder
- Provide protected access for persons leaving or entering the changing rooms, and escort Match Officials on and off the field of play



HOLYHEAD HOTSPUR FOOTBALL CLUB

SEGREGATION OF SPECTATORS

If segregation of 'away' spectators is necessary. These spectators will be accommodated in the covered standing area at the westerly end of the ground beyond the Main Stand. This area can be accessed by a separate gated entrance to the ground from the roadway. The area will have refreshment facilities and will be cordoned off by barriers and stewards.

PUBLIC ADDRESS

The public address equipment is to be checked that it is in good working order before anyone enters the Stadium.

The public address will be used (if possible) to alert everyone to an emergency situation in the Stadium, and it will also be used to give instructions to everyone as to how the Stadium is to be evacuated.

Stewards will also give verbal evacuation instructions, which will support those instructions being broadcast on the public address equipment.

FIRST AID POST/EMERGENCY FIRST AID ROOM

A 'Defibrillator' is located just within the entrance to the Club House, which also has a First Aid Box. The Club House can be accessed by ramps and doors at the rear and side of the Club House, or the front stepped entrance.

The Main Gate, and the gate at the rear of the Main stand have been designated for Ambulance access, and the areas in the roadway in front of these gates has been yellow hatched to prevent unauthorized parking.

The First Aid Post/Room is located in the Club Shop. The Club Physio is the designated First Aid person on duty at matches. Several Club committee personnel are also First aid trained.



HOLYHEAD HOTSPUR FOOTBALL CLUB

POINT OF CONTACT

The designated point of contact before a match commences is the Match Day office on the Concourse.

At any other time the Point of Contact is the Public Address Box/Press Box in the Main Stand.

STADIUM EVACUATION PLAN

The Safety Officer will be in overall charge of the evacuation.

The public address announcer will (if safe to do so) make an announcement asking for an orderly evacuation of everyone from the Stadium and this will be assisted by the Stewards.

The Stadium can be evacuated by a number of gates the pillars of which are painted yellow for easy identification.

Emergency lights will be illuminated in the Main Stand and on the eight floodlight columns in the event of a 'power' failure to assist safe egress from the Stadium.

Stewards will take charge of the gates and assist and direct spectators away from the Stadium.



HOLYHEAD HOTSPUR FOOTBALL CLUB

MATCH DAY OFFICIALS

From a Health and Safety standpoint the two important Match Day Officials are The Stadium Coordinator and the Club Safety Officer.

STADIUM COORDINATOR

The duties of the Stadium Coordinator are as follows:

- To ensure that the Officials and Players Dressing Rooms are in good order, and that the heaters and showers are functioning correctly
- To ensure that the Protected Access on to the field of play for Match Officials and Players is put in position
- To prepare the visiting Club Officials and Players, and Match Officials Refreshment Facilities.
- To prepare the Public Refreshment Facilities, Turnstiles, Public Address and Club Shop in readiness for the operators and staff.
- To assist the Media if they are present at any Match
- To meet the Club Safety Officer for the pre match briefing.

CLUB SAFETY OFFICER

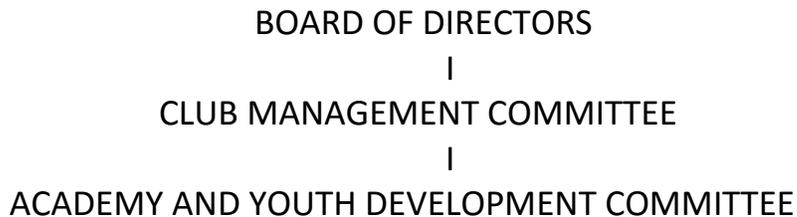
The duties of the Club Safety Officer are as follows:

- To meet the Stadium Coordinator, Public Address announcer and the Stewards for a pre match briefing, and allocate duties.
- To receive confirmation reports from Stewards that everything is in good order
- To liaise with the Emergency Services if they are called to the Stadium
- To ensure that special arrangements are made for the Media if they are present at any Match



HOLYHEAD HOTSPUR FOOTBALL CLUB

FUTURE CLUB ORGANISATIONAL CHART - STRUCTURE



The Chairman and Vice Chairman of the Club Management Committee are members of the Board and they form the link between the two bodies.

The Secretary/Treasurer of the Club Management Committee is also the Company Secretary/Chief Executive and serves on the Board.

The Chairman and Secretary of the Academy/Youth Development Committee are members of the Club Management Committee and they form the link between the two bodies.

FUNCTIONS

The Board of Directors function is to direct the Club strategically

The Board of Directors is composed of the following:

- Chairman
- Vice Chairman (Chairman of the Club Management Committee)
- Legal Director
- Commercial Director
- Finance Director
- Director of Football
- Vice Chairman of the Club Management Committee
- Chief Executive/Company Secretary



HOLYHEAD HOTSPUR FOOTBALL CLUB

The Club Management Committee's function is to organize the Club on a day to day basis.

The Club Management Committee's composition is outlined in the Football Club's Constitution.

The Club Management Committee's Chairman, Vice Chairman and Secretary/Treasurer will serve on the Board of Directors and they form the link between the two bodies.

The Club Management Committee will appoint Officers to take charge of specific duties, and will include the following appointments:

- Stadium Coordinator
- Club Safety Officer
- Supporters Liaison Officer
- Media Officer
- Web Site Controller
- Match Day Programme Editor

The Academy/Youth Development Committee is composed of a Chairman, Secretary and Treasurer, Head of Youth Development and coaches invited to be members by the Head of Youth Development and the Officers.

The Chairman and Secretary serve on the Club Management Committee and they form the link between the two bodies.

The Academy/Youth Development Committee will appoint Officers to take charge of specific duties, and will include the following appointments:

- Welfare Officer
- Educational Courses Coordinator



HOLYHEAD HOTSPUR FOOTBALL CLUB

CHILD PROTECTION

The Club's has a Welfare and Child Protection Policy and the duties of the Welfare Officer are as follows:

- To ensure that personnel Disclosure and Barring checks are undertaken on all persons who have access to children
- To maintain a register of all Disclosure and Barring applications and their progress and status
- To ensure that all Coaches participate in the Football Association of Wales Welfare Card and Registered Coaches programme
- To liaise with all Coaches on a regular basis and promote the Football Association of Wales 'Football Safe' programme
- To progress with the Anglesey Junior League Welfare Officer any potential Welfare matters drawn to his (her) attention

The Welfare Officer will also ensure that Club Officers and Coaches are made fully aware of the following:

FOOTBALL ASSOCIATION OF WALES

Any directives from the FAW that concern Child Protection

UN CONVENTION ON CHILDREN'S RIGHTS (1989)

Which state that children have a right to:

- Respect
- Information about themselves
- Be protected from harm
- Have a say in their life
- A good start
- Be and feel secure



HOLYHEAD HOTSPUR FOOTBALL CLUB

AMENDMENTS

<u>Date</u>	<u>Page Number</u>	<u>Details</u>
-------------	--------------------	----------------