



HEALTH AND SAFETY POLICY

2018

29 October 2018

YORKSHIRE CRICKET BOARD HEALTH AND SAFETY POLICY

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POLICY STATEMENT

The Health and Safety of staff, participants, spectators and all others involved in cricket is of paramount importance to the Yorkshire Cricket Board (YCB). The YCB is committed, so far as reasonably practicable, to operating in accordance with the Health and Safety at Work Act 1974 and all relevant regulations made under the Act.

In order to achieve this, the YCB:-

- provides adequate control of the Health and Safety risks arising from its activities
- consults with our staff and participants on matters affecting their Health and Safety
- provides and ensures maintenance of safe facilities and equipment
- provides all participants with adequate safety information
- minimises the risk of accidents
- maintains safe conditions for cricket activity
- reviews and revises this policy as necessary at regular intervals

The YCB Executive Director has prime responsibility for Health and Safety in the YCB's activities.

It is the duty of designated YCB staff to see that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place of work.

It is the duty of all YCB staff, coaches, candidates, tutors, team managers, players, spectators and all others involved in cricket to act responsibly, and to do everything they can to prevent injury to themselves and colleagues.

Signed



Andrew Watson
Executive Director

Date

29 October 2018

Review Date

17 April 2018

2 INTRODUCTION

2.1 The YCB's responsibilities

The YCB acknowledges that it has the following responsibilities:-

- To assess its activities, decide what could harm those involved and take precautions to prevent this from occurring.
- To explain to those involved how risks are controlled.
- To consult and work with appropriate people involved in its activities to protect everyone involved from harm.
- To provide its salaried staff with any necessary Health and Safety training, free of charge.
- To provide its salaried staff with any necessary equipment and protective clothing and ensure that this equipment and clothing is maintained appropriately, free of charge.
- To report injuries, diseases and dangerous incidents to the HSE.
- To have insurance that covers its salaried staff in case they are hurt at work or become ill through work.
- To work with other organisations involved in YCB activities to ensure that everyone's Health and Safety is protected.

2.2 Your responsibilities

Everyone involved in YCB activities is expected to:-

- Take reasonable care of your own and other people's Health and Safety.
- Co-operate with the YCB and its representatives on Health and Safety.
- Follow the guidance in this policy and any other training you have received.
- Tell an appropriate representative of the YCB if you think something is putting anyone's Health and Safety at risk.

2.3 If there is a problem

If you are worried about Health and Safety, talk to an appropriate representative of the YCB. In the first instance this might be a Team Leader (see section 4.7) or the member of YCB staff (see section 4) with overall responsibility for the type of activity you are involved in.

Further information is also available on the Health and Safety Executive (HSE) website – www.hse.gov.uk.

3 ORGANISATION

Day to day responsibility for ensuring this policy is put into practice is delegated to the Executive Director.

To ensure Health and Safety standards are maintained/improved, the following people have responsibility in the following areas:-

Appointment/approval of Team Leaders	Executive Director and Operations and Human Resources Manager
Appointment/approval of coaches/other staff	Team Leaders
Initial assessment of facilities	Cricket Development Managers, Community Cricket Officers, County Age Group Co-ordinators or YCB appointed person
Facility risk assessments	Team Leaders

Maintenance of records

Operations and Human Resources Manager, Coach Education and Membership Services Team, County Age Group Co-ordinators and Team Leaders

Monitoring of accidents

Executive Director, Operations and Human Resources Manager and County Age Group Co-ordinators

4 STAFF

The work of the YCB is carried out by a wide range of staff, some salaried, others paid on an ad hoc basis and many operating as volunteers. The YCB endeavours to ensure that all staff are qualified, experienced and briefed to enable them to carry out activities for the YCB with appropriate understanding of the Health and Safety requirements.

All staff and participants are expected to:

- co-operate with other staff on Health and Safety matters
- avoid interfering with anything provided to safeguard their Health and Safety
- take reasonable care of their own Health and Safety
- report all Health and Safety concerns to an appropriate person

The following roles are particularly significant:-

4.1 Executive Director

The YCB's Executive Director (ED) is directly responsible to the YCB for implementing Health and Safety measures in the County.

The ED is a full time employee of the YCB and should observe the Health and Safety guidance in appendix A1.

4.2 Operations and Human Resources Manager

The YCB's Human Resources Manager (OHRM) is directly responsible to the ED for implementing Health and Safety measures throughout the YCB's workforce.

The OHRM is an employee of the YCB and should observe the Health and Safety guidance in appendix A1.

4.3 Cricket Development Managers

The YCB's Cricket Development Managers (CDMs) are directly responsible to the ED for implementing Health and Safety measures in the County.

In addition to fulfilling the roles of Team Leader and coach for many events, the CDMs are full time employees of the YCB and should observe the Health and Safety guidance in appendix A1.

4.4 Coach Education and Membership Services Team

The YCB's Coach Education and Membership Services Team (CEMST) is directly responsible to the ED for implementing Health and Safety measures throughout the YCB's Coach Education activities.

Members of the CEMST are employees of the YCB and should observe the Health and Safety guidance in appendix A1.

4.5 Chance to Shine Lead Officer

The YCB's Chance to Shine Lead Officer is directly responsible to the ED for implementing Health and Safety measures throughout the YCB's Chance to Shine programme.

4.6 Community Cricket Officers, Community Inclusion Activators, Disability Development Officers, All Stars Champions, Women's Softball Co-ordinators and Kia Super League Activators

The YCB's Community Cricket Officers (CCOs), Community Inclusion Activators, Disability Development Officers, All Stars Champions, Women's Softball Co-ordinators and Kia Super League Activators are responsible to the CDMs for implementing Health and Safety measures in their activities.

In addition to fulfilling the roles of Team Leader and coach for many events, holders of these positions are employees of the YCB and should observe the Health and Safety guidance in appendix A1.

4.7 Team Leaders

A Team Leader is appointed for every event, centre and representative team organised by the YCB. Depending on the particular event, the Team Leader may be a coach, tutor or team manager. Each Team Leader is approved by the YCB as appropriately qualified and experienced for the programme he or she will oversee. In many instances the roles of Team Leader is undertaken by a CDM.

The Team Leader has overall responsibility for the supervision and conduct of both staff and participants throughout the programme of activities. The Team Leader is also responsible for providing all participants with appropriate safety information.

4.8 Coaches

All coaches working for the YCB must meet the following criteria:-

- Appropriate ECB or SCUUK coaching qualification
- Current, enhanced DBS check obtained via the ECB
- ECBCA membership

All coaches must have attended the following workshops within the previous three years:-

- First Aid Appointed Person (or similar)
- SCUUK Safeguarding and Protecting Children or online Safeguarding Children module

Coaches have responsibility for the supervision and conduct of the young people in their care throughout each session of activities they are delivering.

Coaches must do their best to ensure the Health and Safety of everyone taking part in the programme, including other staff and any spectators. As a rough guide, coaches should always act as any reasonable parent would do in the same circumstances.

Coaches must follow the instructions of the Team Leader and help with the control and discipline of the young people taking part in the programmes activities.

4.9 Representative team managers

Managers of YCB representative teams are generally also qualified coaches and must meet the requirements of section 4.8.

Team managers who are not coaches are assessed by the ED before appointment. In any case, all team managers must hold a current, enhanced DBS check obtained via the ECB.

All team managers must have attended the following workshops within the previous three years:-

- First Aid Appointed Person (or similar)
- SCUK Safeguarding and Protecting Children

4.10 Umpires and scorers

All umpires and scorers working for the YCB must meet the following criteria:-

- Appropriate ECB qualification
- Current, enhanced DBS check obtained via the ECB
- Membership the ECB Association of Cricket Officials

4.11 External organisations

Any external organisations which are appointed by the YCB to carry out or assist with its operations are expected to be familiar with and follow the guidance in this policy. Compliance with this will be a requirement of their appointment by the YCB.

5 CONSULTATION WITH STAFF AND PARTICIPANTS

The YCB consults with CDMs and regular Team Leaders before the introduction of significant changes to policies and procedures affecting Health and Safety. Any comments received following this consultation are reviewed by the ED and the proposed changes revised as appropriate.

During events, Team Leaders should give other staff and participants regular opportunities to communicate any Health and Safety issues, concerns or special needs. Staff and participants should make Team Leaders aware of any such issues.

Team Leaders should record any significant issues and report them to the ED.

6 INFORMATION, INSTRUCTION AND SUPERVISION

6.1 Issue of this policy

This policy is issued to all Team Leaders, prior to any event at which they are fulfilling this role.

The YCB OHRM issues this policy to:-

- YCB Board
- all YCB staff
- Yorkshire County Cricket Club
- Yorkshire Cricket Foundation
- Yorkshire Elite Management Group
- Representative team managers, co-ordinators and coaches
- YCB District Cricket Working Party
- Pathways and District Cricket Management Group

- YCB Pathways and centre directors
- Pitch Advisors and grounds education service
- CEMST
- YCGA
- YCBACO Sub-committee
- YCB Disability Sub-committee
- YCB Womens Cricket Committee
- Women's County coaches and team managers
- YCB Child Welfare Working Party
- BME Forum and centre directors
- Any external organisations appointed by the YCB (see 4.11)

on an annual basis for dissemination as appropriate.

The CEMST sends this policy to all Tutors, Assessors, Internal Verifiers, Field Based Trainers and Course Organisers on an annual basis.

The Chance to Shine Lead Officer issues this policy to all clubs participating in the Chance to Shine programmes on an annual basis for dissemination within each club as appropriate.

CDMs issue this policy to:-

- Affiliated Clubs
- Cricket Development Groups
- Clubs on schemes such as Chance to Shine Street
- Non club-based All Stars centres

on an annual basis

7 MONITORING AND REVIEW

The ED and OHRM are responsible for monitoring the operation of this policy and for reporting to the YCB at regular intervals.

The YCB is responsible for investigating incidents and making recommendations to prevent a recurrence. Health and Safety procedures are reviewed in the light of these recommendations and this policy will be updated as appropriate.

The ED carries out an annual review of this policy, with appropriate advisors as required and makes recommendations for revisions to the YCB on this basis.

8 ACTIVITIES

8.1 Coaching

All coaching undertaken under the control of the YCB meets the following criteria:-

- To be undertaken in YCB approved facilities.
- Coaches to meet requirements of section 4.8.
- General practice to follow recommendations of section 8.

8.2 Coach education

All coach education undertaken under the control of the YCB meets the following criteria:-

- All coach education to be undertaken in YCB approved facilities.
- All coach education courses will be delivered by ECB tutors.

- General practice to follow recommendations of section 8.

8.3 YCB seminars

All seminars arranged by the YCB meets the following criteria:-

- All seminars to be undertaken in YCB approved facilities.
- General practice to follow recommendations of section 8.

8.4 Representative cricket

All representative cricket activities arranged by the YCB meet the following criteria:-

- All home matches will be played at YCB approved facilities.
- General practice to follow recommendations of section 8.
- Arrangements for travel and overnight stays will follow the requirements set out in sections 0,10.18, 10.19 and 10.20 and the ECB publication "Safe Hands, Welfare of Young People in Cricket".

8.5 Interval demonstrations

All interval demonstrations arranged by the YCB meet the following criteria:-

- General practice to follow recommendations of section 8.
- One of the YCB's CDMs will act as Team Leader.

8.6 Groundsmanship - IOG courses

Courses are undertaken in YCB approved facilities.

Courses are delivered by Institute of Groundsmanship (IOG) tutors who are responsible for Health and Safety during each course. Team Leaders work closely with IOG tutors to ensure that the particular requirements of each course are met.

9 SAFETY PROCEDURES

9.1 Risk assessments

The YCB uses three main risk assessment procedures:-

- Initial facility assessment
- On the day risk assessment
- Special event risk assessment

The initial facility assessment is designed to ensure that all facilities used are appropriate for the events which will be held at them.

The on the day risk assessment is a quick check undertaken at the beginning of every session to ensure safety on the day.

In many cases, where risks are well understood and events are relatively simple, these two checks are sufficient. Coach education courses, Pathways sessions, representative cricket games and YCB seminars generally fall into this category.

Some events, however, are more complex and require more detailed planning. Events involving mixed age groups and abilities, participants with disabilities and trips away from home involving overnight stays are examples of these. In these cases, the special event risk procedures in section 9.1.3 should be followed.

9.1.1 Initial facility assessment

Facilities proposed for YCB activities are assessed by a CDM, CCO or YCB appointed person against the following criteria:-

- Health and Safety provision
- Accessibility, including access for disabled people
- Internal facilities
- External facilities
- Emergency procedures
- Presentation facilities

A satisfactory assessment form (see appendix A2.1) must be lodged with the YCB OHRM before any facility is used for a YCB activity.

All accredited facilities are re-assessed against these criteria every three years.

9.1.2 On the day assessment

The Team Leader carries out a risk assessment of the facility at the beginning of each session using the risk assessment form in appendix A2.2. Team Leaders with visual impairments should seek assistance from sighted participants or the staff of the venue.

Any adverse findings of the risk assessments must be reported to the facility provider and remedial action agreed and implemented before activities begin.

The Team Leader checks that the implemented actions have removed/reduced the risks and records this on the risk assessment form.

Adverse findings of risk assessments and the remedial measures adopted should be reported to the YCB OHRM.

9.1.3 Special event risk assessment

The Team leader for any special event carries out a comprehensive risk assessment well in advance of the event, using the form in section A2.2. An initial assessment of the plans for the event is carried out on the first sheet of the form which generates a preliminary score indicating the anticipated level of risk. Any areas which show a risk score of 3 or higher require mitigation. The second sheet is used to identify mitigation measures and record the final score after this exercise.

Only events which have a final score, after mitigation measures, indicating medium risk or below take place without specific guidance from the YCB.

Risk assessments should be specific to the anticipated participants and should take account of their needs and those of carers and other spectators. In particular, the needs of participants and others attending who have disabilities should be taken into account,

A completed assessment form must be lodged with the YCB OHRM before any such special event takes place.

9.2 Event management

9.2.1 All staff

All staff are responsible for the Health and Safety of the participants in their care and should consider stopping any activity if there is a threat of danger to any participants.

Staff members' mobile phones must be turned off during all YCB events.

9.2.2 Team Leader

It is the responsibility of Team Leaders to become familiar with facilities' own Health and Safety procedures and to communicate these to colleagues and participants.

The Team Leader ensures that the following tasks are completed at appropriate times during the programme:-

- Appoint a deputy to cover for the Team Leader in case of illness or other emergencies. The YCB may already have done this.
- Brief staff thoroughly before any activity begins.
- Check that staff have a clear understanding of what to do in case of an emergency.
- Check that all staff have details of closest appropriate Accident and Emergency department.
- Check that the following are available to staff:-
 - ❑ Fully supplied First Aid kit
 - ❑ Accident forms
 - ❑ Minor injury notes
 - ❑ Incident forms
 - ❑ Register, so a head count can be taken at any point
 - ❑ Participants' emergency numbers
 - ❑ Details of participants' special needs

9.2.3 Coaches and other staff

Before each session, coaches and other staff should:-

- Carry out a brief risk assessment of their particular working area and confirm verbally to the Team Leader that the area is safe.
- Check whether there are any special needs in their group. For example, children with asthma should be cautioned to slow down if they start to feel breathless etc.
- Check to see if any of the children in their group have any medicine that they may need to take.
- Brief the participants in their group on the activity they will be participating in before they start (ie what is expected of them). Coaches should check that the activity is suited to the ability of the children in their group.
- Brief the participants in their group on how they are expected to behave and the consequences of misbehaviour.
- Ask the participants to assess what they can see in the activity area that may cause injury. How can they avoid injuries?
- Check that participants in their group are dressed appropriately for the activity before they start. For example, is anyone wearing jewellery that might injure another participant, is their footwear appropriate? Participants should remove all chewing gum before any activity starts.

9.3 Accidents and First Aid

The Team Leader or an appropriately qualified deputy will be the appointed person for each event. The Team Leader must record all accidents, however minor, using the form in appendix A2.5. The Team Leader should keep the completed form and send a copy to the YCB OHRM as soon as possible, ideally by e-mail.

9.3.1 Minor injuries

Children who receives a minor injury should receive a standard injury letter to take home at the end of the session (see appendix A2.4).

9.3.2 Major incidents

Generally a major incident involves an injury meeting the following criteria:

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

In the event of a major incident the Team Leader should follow the following steps:

- Stay calm and assess the situation
- Deal with any immediate danger
- Ensure that the group's safety is secured
- If required, call an ambulance
- Ensure that one member of staff remains with the injured person whilst remaining in close vicinity to other staff, who will be responsible for moving the rest of the group away to ensure safety
- Reassure rest of group - no one to phone home until authorised
- Ensure that a member of Staff accompanies any casualties to hospital
- Notify the Police if necessary
- Complete an accident report (see A2.5) and return it to the YCB Human Resources Manager as soon as possible after the incident
- Make regular contact with those involved and report findings to the YCB

If the incident occurs during an away fixture contact the 'home contact' who will:

- Contact Parents and keep them informed about the situation
- Liaise with the staff and, if necessary, the YCB

9.3.3 Reporting of accidents

The YCB Human Resources Manager assesses every accident report received from Team Leaders, decides whether it is reportable, in conjunction with the ED and the Team Leader where appropriate, and makes the required report to the HSE.

Team Leaders should not report accidents to the HSE.

See appendix A1.6 for further guidance on the reporting of injuries to the HSE.

Injuries arising out of the normal participation in sporting activities are not reportable. Injuries should be reported, however, if they are due to defective equipment or failings in the organisation and management of an event.

10 GENERAL SAFETY GUIDELINES

10.1 Child Welfare

The YCB is committed to making cricket a safe and enjoyable experience for all players, other participants and spectators but particularly for children and vulnerable adults. As part of this commitment, the YCB endorses and implements the recommendations of the ECB publication "Safe Hands, Welfare of Young People in Cricket".

10.2 Ratios of staff to young people

It is important that there is an appropriate ratio of staff to young people at all events, particularly on away trips, to ensure the safety of the group. The minimum ratios are:

- 1:8 if young people are under 8 years and no more than 26 children involved in each party.
- 1:10 if young people are over 8 years

There must be enough staff to be able to deal with an emergency (minimum of two at any event)

Consideration also needs to be given to the following:-

- Gender, age, ethnicity and ability of the team
- Players with special needs, medical requirements or disabilities
- The duration of the journey
- The competence and likely behaviour of the players
- The number of team managers, assistants, coaches and specialist staff
- The experience of the staff in supervising young people

10.3 Indoor Nets

10.3.1 Netting

Should:-

- be sound, not allowing balls through, underneath or out of the net.
- not be too tight making balls rebound dangerously.
- not billow out into adjacent nets or into areas where others are moving, spectating or walking.
- have blinkers at batting ends 1.8 metres high and extending from the rear of the net at least 3 metres in front of the popping crease to absorb the ball's energy and prevent visual interference from net to net.
- extend from the batting end as far as possible, preferably 1 metre past the bowling end if not the length of the building.
- overlap or otherwise prevent balls from leaving the enclosed area if the side walls are drawn from opposite ends.
- be wide enough to allow bowlers and batter to practice without undue hindrance (3.66 metres minimum).
- be high enough to allow spin bowlers to flight the ball (4 metres minimum).

Other material should cover any wall behind the bowlers to prevent balls rebounding from it.

10.3.2 Lighting and Background

The minimum average level of the lighting should be 1,000 lux.

The background should be white, preferably, and well lit and be such that the ball can be easily seen against it.

10.3.3 Surfaces

Surfaces should be smooth, flat and free from holes and wrinkles and provide a safe foot hold for bowlers and batter.

The ends of any overlay mats should be taped down.

Wherever possible, matting should extend a minimum of 12 metres in front of the popping crease at the batter's end, if a full length mat is not used.

Wherever possible, the bowler's landing, delivery and follow through areas should have extra cushioning.

10.4 Outdoor Nets

Outdoor nets may sometimes not be totally enclosed to allow bowlers longer run ups therefore other aspects have to be considered.

10.4.1 Position

Nets should be sited so that balls hit out of the net cause minimal nuisance or danger to other players or members of the public who should always be directed to watch from a safe area.

Preferably nets should be orientated such that neither batters nor bowlers face a setting sun.

Unsuitable backgrounds against which the ball would be difficult to see should be avoided. Alternatively, different coloured balls may have to be used or sightscreens provided.

10.4.2 Surfaces

Surfaces should be maintained to provide a secure footing for batters and bowlers, whether or natural or non-turf construction and, so far as is reasonably practicable, be smooth, flat and free from any defect which would cause a ball to lift, shoot or turn dangerously from the pitching area.

Whenever possible non-turf batting surfaces should extend a minimum of 12 metres in front of the popping crease with the ends securely fixed.

10.5 Outfield Practice

When players practice on the outfield they should do so in positions which minimise the risk of injury to fellow cricketers and spectators and damage to property.

10.6 Junior Cricketers Playing in Adult Matches (Open Age Cricket)

All clubs must recognise that they have a duty of care towards all young players who are representing the club. This duty of care also extends to Leagues that allow the participation of young players in adult teams in their League. The duty of care should be interpreted in two ways:

- Not to place a young player in a position that involves an unreasonable risk to that young player, taking account of the circumstances of the match and the relative skills of the player.
- Not to create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against adult players.

In addition the following specific requirements apply to young players in adult matches:

- The umpires and the opposing captain must be notified of the age group of all players participating in an adult match who are in the Under 19 age group or younger even if the player is not a fast bowler. This requirement also covers any young player taking the field as a substitute fielder. The ECB Team Sheet cards are freely available to facilitate this.
- The current ECB fielding regulations (see 10.9) must be adhered to and enforced by the umpires and captain. Umpires must stop the game immediately if a young player comes within the restricted distance.

In addition the guidelines note the need for clubs and leagues to recognise the positive experience that young players should have in open age cricket and thus clubs should provide an opportunity for players to show their talents in an appropriate way. Children who are just used as fielders do not fully experience the game. The guidelines are designed to help clubs to decide when to select young players in open age competitive cricket and how best to help their cricketing development when they play within open age groups.

- Under 12 age group players and younger should not play in open age competitive cricket.

However, players who are selected in a county under 12 squad in Spring for a summer squad or players who have taken part in the YCB U11 6 Area Competition the previous year and are deemed by ECB Performance Managers to be of the standard required are eligible to play open age cricket in Yorkshire. This is providing they are at least 11 years old, are in School Year 7 on 1 September in the year preceding the season and have written parental consent to play. In allowing these players to play in open age cricket it is essential that clubs and coaches recognise their duty of care obligations towards these young players.

In Yorkshire, this means that County Squad players U12a, U12b and the YCB U11 Area District players are able to play open age cricket in Yorkshire if they are in U12 age group and are a minimum of 11 years old on 1 September of the year preceding the season. Again, written parental consent is required for these players. Other district and club players who are not in a County or Area squad must wait until they reach the Under 13 age group, prior to being able to play in any open age cricket.

Under 13 age group players can play in open age group competitive cricket, (i.e. players aged 12 and over) if considered by a qualified Level 2 coach or above that it is appropriate for their development.

- Under 13 players need prior explicit written parental consent to play as this recognises the need for parents or guardians to be aware of the significance of allowing their young child to participate in open age competitive cricket rather than purely junior cricket.
- Over 13 year old players are free to play open age cricket.

Junior cricket age groups are set by the age of the player on 31 August preceding the season of play.

They apply to boys and girls equally.

Clubs and Leagues can apply more strict restrictions on the participation of young players in adult matches at their discretion. It is strongly recommended that a parent, guardian or other identified responsible adult is present whenever a player in the Under 13 age group or younger plays in an adult match. This could include the captain or other identified adult player taking responsibility for the young player.

10.7 Helmets and other protective equipment

All players should regard a helmet with a faceguard as a normal item of protective equipment when batting against a hard ball in addition to pads, gloves, and, for men and boys, an abdominal protector (box). A thigh guard is also strongly recommended.

The ECB has issued safety guidance specifically on the wearing of helmets by young players (defined as under 18 years of age). It applies to young players in adult cricket as well as all junior matches with a hard ball.

A helmet with a faceguard must be worn by young players when batting against a hard ball in practice and in matches. Wicketkeepers under the age of 18 should wear a head protector with a faceguard or a wicketkeeper face protector at all times when standing up to the stumps (as a guideline, closer than 6 yards, 5.5 metres).

In addition, any young player in the Under 16 to Under 18 age groups, who has not reached the age of 18, must wear a helmet and, for boys, an abdominal protector (box) when fielding within 6 yards (5.5 metres) of the bat, except behind the wicket on the off side. Players should also wear appropriate protective equipment whenever they are fielding in a position where they feel at risk.

The design and manufacture of cricket head protectors is now governed by British Standard BS7928:2013 which has been adopted by the ICC as the international standard. BS7928:2013 specifies different tests for helmets to be used in senior and junior cricket, reflecting the smaller ball size used in the latter.

Young players should use head protectors which have been tested against the junior sized ball.

Women should use head protectors which have been tested against both the men's and junior sized ball or at least against the junior size ball.

Any individual taking responsibility for any player(s) under the age of 18 should take reasonable steps to ensure this guidance is followed at all times. No parental consent to the non-wearing of a head protector should be accepted.

Spectacles if used should have plastic lenses and sit securely.

Good quality footwear which ensure sufficient grip, cushioning and support should be worn: rubber soled or other suitable composition footwear indoors and spiked or dimpled outdoors.

10.8 Drinks

It is important that young players drink appropriate amounts of water to reduce the risk of dehydration during a match or practice session. Coaches, teachers managers and umpires are encouraged to ensure that regular intervals for drinks are arranged, particularly in matches of more than twenty overs per innings.

10.9 Safe positioning of fielders

No player in the under 15 age group or younger shall be allowed to field closer than 8 yards (7.3 metres) from the middle stump, except behind the wicket on the off side, until the batter has played the ball.

For players in the under 13 age group and below the distance is 11 yards (10 metres).

These minimum distances apply even if the player is wearing a helmet.

Should a young player in these age groups come within the restricted distance the umpire must stop the game immediately and instruct the fielder to move back.

These fielding regulations are applicable to all cricket in England and Wales. Age groups are based on the age of the player at midnight on 31 August in the year preceding the current season.

10.10 Definition of a hard ball

The guidance on protective equipment and the positioning of fielders applies whenever a hard cricket ball is being used. This includes the hard balls used in some forms of indoor cricket and the red and white coaching balls. The guidance also applies to net practice sessions with a hard ball. Coaches, managers and teachers should know whether the ball in use is “hard”, and if they are in doubt they should insist that helmets are worn.

It is not intended that the guidance should apply when Kwik cricket balls, tennis balls, windballs and similar softer balls are being used. In addition, the balls that are used in Inter cricket, which are rubberised with a seam, or similar balls from other manufacturers, do not require the wearing of helmets.

10.11 Overbowling

This is an important consideration especially for young bowlers whose bodies are not fully developed. Overbowling is a common cause of back injuries in cricket. Evidence suggests that much of the damage occurs early in the playing career and especially during growth spurts, though the effects do not often show themselves until the late teens. The more talented and physically mature youngsters are general most at risk as they tend to play at more than one age group level.

To ensure that young fast bowlers do not place undue stress on their bodies, every attempt must be made to keep the amount of bowling within reasonable limits. The following directives provide sensible playing and training levels:-

10.11.1 Matches

Age	Maximum overs per spell	Maximum overs per day
Up to 13	5	10
Under 14/15	6	12
Under 16/17	7	18
Under 19	7	18

10.11.2 Practice

Age	Maximum balls per session	Maximum sessions per week
Up to 13	30	2
Under 14/15	36	2
Under 16/17	42	3
Under 19	42	3

For the purpose of these directives a fast bowler should be defined as a bowler to whom a wicket keeper in normal circumstances would stand back to take the ball.

10.12 Net coaching

10.12.1 Preparatory Steps

To ensure the session can take place safely the coach must check the physical state of the:-

- netting
- surface where the ball is to pitch
- the batter's positions
- the run up and delivery areas of the bowlers

The coach should check and ensure that the area and equipment is safe for the type of activity which is to take place and that no damage or danger to property or persons is reasonably likely to occur.

Any defects should be remedied before practice commences; holes in netting should be tied up, foreign objects removed, dangerously greasy areas dried, covered or sawdusted etc. Any dangerous or potentially dangerous objects or circumstances should be brought to the attention of players and officials and steps taken to limit the potential danger: by covering and preventing access to a particular area, if possible, for instance. The participants must be made aware of which areas and actions are potentially dangerous and the circumstances in which they can move into potentially dangerous areas.

10.12.2 Net Discipline

The coach should ensure good net discipline and monitor participants continually during the session. Bowlers should bowl only when the batter is ready and they should face the batter at all times.

Numbers taking part should be limited to such as it is reasonably safe in all the circumstances, and, preferably, to a maximum of four bowlers and two batter per net at any time.

Coaches should endeavour to group players of similar ability and strength in order that they are equally matched.

Each participant must know the pre-arranged signal to stop which would be given where a potentially dangerous situation is about to arise and must appreciate that he/she must cease the activity immediately the signal is given.

All players must be aware of the correct methods of retrieving balls from the net. They must also not bowl or be allowed to bowl, if there is a danger of a ball in the net creating a hazardous situation, or when another person is retrieving a ball from the net. If the next net is in use, balls must not be left where they could be disturbed by action from the adjacent net.

The coach must ensure that in practice the players observe the Laws of Cricket i.e. bowl from the correct position and use a lawful action. To assist this the bowling, popping and return creases should be clearly marked.

The deliberate and frequent bowling of fast short-pitched deliveries should only be allowed on true pitches or other surfaces under the supervision of an experienced properly qualified coach. Batter should previously have been instructed in how to play these deliveries by practising with soft (tennis) balls.

Spectators should be directed to watch from designated areas and warned that they do so at their own risk.

10.13 Bowling Machines

Particular care should be taken when a bowling machine is used in the course of a practice session. In addition to the points made above, the following safety guidelines should also be followed:

- The coach should always have overall responsibility for the operation of the bowling machine.
- All necessary regulations concerning the supply of electricity to bowling machines and manufacturers recommendations must be strictly adhered to.
- Batters should take the opportunity of observing several deliveries before taking strike.
- During practice, no adjustment to the machine should be made without the batter being informed of the result before receiving another delivery.
- Adjustments to the machine should be made only under the supervision of the coach.

- The feeder should ensure the batter is ready and indicate to him that he is about to feed the machine for each delivery.
- Balls should be inspected prior to use and rejected if worn or damaged.
- When practising certain strokes, it may be advisable for the feeder to have some form of physical protection.
- Do not increase the speed above that which the individual batter can play with some degree of certainty.

10.14 Games outdoors

Many of the safety guidelines for outdoor nets and net coaching (for instance those regarding surfaces, equipment and spectators) are equally relevant in the competitive outdoor environment. Additionally:

- Law 3 states umpires are the sole judges of whether pitches are playable and conditions are fit for play. If no certificated or appointed umpires are present, the coaches, managers or captains make this decision.
- the playing area should be free of foreign objects (glass, bricks, etc) and potentially noxious materials such as pesticides, weed killer and fertilisers.
- position of obstructions, fences and hoardings should be noted if likely to be a potential hazard and should be brought to the attention of players.
- all socket holes, e.g. for pitch security posts or goals posts in the outfield should be properly covered for the duration of the game.
- Law 42.8 concerning fast intimidatory bowling should be strictly enforced.
- at all ages up to and including U15 levels the guidance limiting the closeness of fielders to the striker in section 10.9 must be observed and strictly adhered to.

10.15 Games indoors

Many of the safety guidelines for indoor nets and net coaching (for instance those regarding lighting, backgrounds, equipment, surfaces and spectators) are equally relevant in the competitive indoor environment. Additionally:

- Extra vigilance is necessary to reduce hazards concerning rough wall surfaces glass, projections and equipment which cannot be moved out of the playing area and may have to be roped off, covered etc.
- Access and egress to the playing area may need to be restricted to periods when his can be safely executed.
- Indoor Reader cricket balls should be used for games played in the ECB competition. Full size, full weight balls are not suitable for indoor games.

10.16 On site in schools

Schools are separate institutions and each school has its own particular way of operating. However, there are a number of "dos and don'ts" that apply to every school.

The ultimate responsibility for the Health and Safety of pupils is with the school, but YCB staff visiting schools should bear in mind the following points.

10.16.1 Managing the environment

A brief risk assessment is vital before any activity begins (see 9.1.2). School facilities are variable in terms of their suitability for cricket activities. Games and other activities may have to be modified to take account of the circumstances on a particular day.

Surface must be appropriate and free from obstacles or dangerous objects.

There should be enough space for each child, and for group work to take place safely.

Children should be given clear instructions and helped to understand potential hazards and risks and take steps to control the risks for themselves and others.

Participants should wear appropriate clothing, including footwear. Jewellery should be removed or covered, and long hair tied back.

10.16.2 On the day

Extreme care must be taken when driving on school sites. Small children are hard to see and do the unexpected so vehicles must move no faster than 5mph on site whether children are present or not.

Establish contact with school contact as soon as you reach the school.

When you first meet a group of children, you, or a designated team member, should give a short Health and Safety briefing. Make the children aware of any dangers existing on and around the playing field: "I see six things which could cause you injury. How many can you see?"

Make sure the children leave your area in an orderly fashion and are told clearly where to go next.

10.17 Matches

10.17.1 Communicating with Parents

A completed consent form is required for each young player participating in matches whether at home or away – see appendix A2.6.

10.18 Transport

The YCB recognises that junior cricket exists on the support of volunteers and parents and that often private cars are used for transport to away fixtures. The YCB strongly advises that private cars, other than those of parents, are not used to transport young cricketers at any time.

If this is the only feasible method of transport, the guidelines in the ECB publication "Safe Hands, Welfare of Young People in Cricket" must be followed.

All drivers should observe the Highway Code and normal good practice while driving. In particular do not drive for more than two hours without taking a 15 minute break.

A mobile phone, whether hand held or hands free, must not be used while driving on the YCB's business. To make or receive a phone call or text message or use the Internet the driver must park the vehicle in a safe place with the engine switched off.

10.19 Trips away

10.19.1 Team Manager

A Team Manager should be appointed with clear roles and responsibilities including acting as Team Leader for the whole trip. The Team Manager must have a written copy of relevant emergency contact details and any medical information for all children taking part.

10.19.2 Staffing and staff training arrangements

Wherever possible, separate Head Coach and Team Managers should be appointed, with the Head Coach and coaches taking responsibility for training and competition management of the team and the Team Manager and any other staff taking responsibility for any other necessary support roles, such as chaperoning.

For single sex groups, there must be at least one same gender member of staff.

For mixed groups there must be at least one male and one female member of staff

All members of staff need to have a clear knowledge of their roles and responsibilities for the team and should be aware that they have a common law duty of care to act as a prudent parent would.

All staff must go through an induction programme ensuring they understand the ECB “Safe Hands Policy”.

10.19.3 Information for parents

Establish and communicate the following information to parent(s):-

- Why the trip is planned and what is its reason or purpose
- When the trip will take place – date, time of departure and estimated time of return
- Where the trip is to, including the destination and venue
- Where the meeting points will be, at home and at the away venue
- Method of transport
- Staffing arrangements, including the name and contact details of the Team Manager responsible for the trip
- Name and contact number of the person acting as the Home Contact
- Kit and equipment requirements
- Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs
- Arrangements for food and drink

10.19.4 Home Contact

Ensure there is a Home Contact who should be someone appropriately vetted who is not travelling away and will act as a contact point in an emergency. Ensure that the Home Contact is provided with the following information:-

- Names of players and staff on the trip
- Emergency contact names and phone numbers for each of the above
- Details of any medical or physical needs these persons may have
- Contact numbers for staff which can be used while the staff are on the trip
- Telephone numbers for the police station nearest to the home club

10.20 Additional guidance for trips including an overnight stay

10.20.1 Planning

Detailed trip planning must take place including carrying out a risk assessment – see 9.1.3.

Identify suitable venues and facilities for both the cricket and accommodation. If possible, ensure a visit to the tour facilities and venues is made before the trip, to enable an effective risk assessment to take place. If this is not possible, a risk assessment should be sought from the tour operator or facilities management in advance of the trip.

Analyse insurance cover required and check insurance policies for clarification of cover for matches away from their home club especially in relation to the supervision of children.

Staff at the chosen accommodation must be contacted in advance to:

- Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities
- Confirm that:
 - Players will not share a bed
 - Male and female players will not share a room
 - Staff do not share a room with players
 - Players of vastly differing ages do not share a room
- Establish if rooms are equipped with satellite TV, and whether inappropriate programmes may be available. (It may be possible to arrange for these programmes to be disconnected)
- Check the accommodation policy for extras on bills, breakages and lost keys
- Ensure the needs of players with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities
- Check where the staff accommodation will be and ensure players know which rooms staff are in and how to contact them if necessary
- Where possible, ensure rooms are not scattered around the hotel on different floors but grouped together
- Discuss the club's code of conduct and discipline policy
- Ensure all dietary requirements are catered for

10.20.2 Information for parents

A meeting should be arranged with the parents and players to provide details of the trip.

The following additional information must be communicated to parents in writing:-

- An itinerary giving as much detail as possible
- The duration of the trip
- Details of accommodation with address and contact number
- Names of all cricket staff
- Codes of conduct for staff and players
- Emergency procedures and telephone contacts
- Child safeguarding procedures
- Details of insurance
- Date for paying deposit
- Details of transport

A template for a letter to parents and carers is included in appendix A2.7.

10.20.3 Information about players

The following written and signed information must be obtained from parents/guardians/carers:-

- Signed consent form accepting the code of conduct.
- Any specific medical information such as allergies and current medication.
- Special dietary requirements.
- Consent for emergency medical treatment.
- Agreement to pay the fee.
- Confirmation that contact details have not changed

10.20.4 Preparation of players

The Tour Manager and coaches should meet with players prior to the trip to agree:-

- Expectation of the players
- Clothing list
- Codes of conduct/behaviour – this should be signed by all young players with their parents' permission

- Their responsibility for their own property
- Staff roles and responsibilities
- Emergency procedures
- Support if they become homesick, are unhappy, or need to speak to someone in confidence

10.20.5 Home Contact

The Home Contact must be provided with the following information in addition to the information listed in 10.19.4:-

- Contact numbers for the accommodation
- Telephone numbers for the nearest police to the accommodation

10.20.6 General guidelines

The following guidance and protocols are followed as needed during the tour:-

- Concerning the general safeguarding of players:-
 - The Team Manager must ensure players are safe throughout the trip
 - Players must know the whereabouts of staff at all times, including which rooms staff are in and how to contact them if required
- Concerning the medical welfare of players:
 - Medical details and relevant information must be carried by a member of staff
 - Staff must be aware of any specific medical conditions that may occur i.e. epilepsy, asthma, diabetes
 - Staff should have access to calling the emergency services and the minimum first aid provision
 - A first aid kit should be available at all times
 - Staff must act in an emergency and take life saving action in extreme situations

10.20.7 Emergencies

If an emergency occurs, the Team Manager must:-

- Establish the nature of the emergency and names of any casualties
- Ensure the rest of the team are safe and supervised
- Ensure all members of the party are aware of the situation and follow emergency procedures
- Ensure a member of staff accompanies any casualties to hospital
- Notify the police if necessary
- Complete an YCB incident reporting form (see A2.5)
- Ensure no one in the group speaks to the media. All media enquiries should be managed through the Yorkshire Cricket Marketing and Communications Department at Headingley
- Contact the Home Contact, who will:-
 - Contact parents and keep them informed
 - Liaise with YCB staff, and if necessary, the ECB
 - Liaise with the media contact if applicable

A1 CRICKET DEVELOPMENT TEAM AND OTHER SALARIED STAFF

A1.1 Housekeeping

Good housekeeping can improve Health and Safety in the office environment. The initial responsibility for housekeeping lies with all staff to ensure that the workplace is kept tidy.

- Circulation routes should be kept clear to avoid trip hazards
- Paper and other waste should be disposed of to avoid fire hazards
- Avoid items on top of filing cabinets unless supported by book ends or boxes made for the purpose.
- Power, telephone and computer cables should be out of the way to avoid trip hazards
- Fire exits must be kept clear
- Fire fighting equipment must be easily accessible

A1.2 Electrical safety

A1.2.1 General safety

Members of staff should monitor the following on all the electrical equipment which they use:-

- Is the plug damaged? Is the casing cracked or are the pins loose and bent?
- Is the outer sheath of the flexible cord properly secured by a cord grip?
- Is there damage to the flexible cord eg chair wheel damage (not always evident that wires inside are damaged)
- Are all connections along the flexible cord and cables properly made i.e. no taped joints
- Is there evidence of overheating eg scorch marks or equipment getting unusually warm in use?
- Has the equipment been misused or subjected to unsuitable conditions eg is it wet?

Any equipment suspected of being faulty should be quarantined immediately and reported to the OHRM. The OHRM arranges for the equipment to be tested and repaired where necessary.

A1.2.2 Regular inspection of portable electric equipment

Portable electrical equipment is maintained in accordance with HSE guidelines, HSG107 (third edition) published 2013.

Each portable electrical appliance (including computers, kettles, fans etc) is inspected and/or tested as suggested by the Health and Safety Executive at the following intervals:-

Equipment	Example	User checks	Formal visual inspection	Combined inspection and test
Battery operated (less than 40 volt)	Torch, mobile phone, laptop computer	No	No	No
Extra low voltage AC (less than 50 volt)	Telephone equipment, low voltage desk light	No	No	No
Double insulated equipment, not hand held, moved occasionally	Table lamps, fans	No	3 years	No
Other double insulated equipment	Some floor cleaners and kitchen equipment	Yes	1 year	No
Earthed, rarely moved,	Photocopiers, fax machines,	No	3 years	5 years

	desktop computers, VDU screens,			
Other earthed equipment	Kettles, some floor cleaners and kitchen equipment	Yes	1 year	2 years
Cables	Leads and plugs connected to the equipment above	Yes	1-3 years, as equipment it is connected to	2-5 years, as equipment it is connected to
Extension leads		Yes	1 year	2 years
Battery chargers		Yes	3 years	5 years

A1.2.3 PAT tests

Where tests are required, as indicated above, they are carried out by competent person using appropriate equipment. The results are identified as pass or fail. Failed equipment is quarantined and referred for re-test and, where needed, repair/replacement.

A record of each test is maintained, identifying the equipment and its location along with the date of the test, the tester's name and the result.

A sticker is attached to each item indicating the date tested, initialled by the tester and the test result.

A1.3 VDUs

To improve the working environment when using VDUs the following are to be observed:-

- use an adjustable chair with back support.
- sit and change positions regularly to reduce muscle tiredness.
- ensure keyboard and screens are adjusted to suit the individual.
- arrange desks to avoid bright light reflections.
- avoid facing windows or bright lights.
- consider using a wrist rest pad
- adjust the VDU to ensure that:-
 - ❑ characters are sharply defined
 - ❑ characters do not flicker or move
 - ❑ brightness controls are suited to room lighting conditions
 - ❑ screens are regularly cleaned
- take regular breaks when using a VDU for a prolonged period
- plan your work to enable time away from the screen.

A1.3.1 Eye sight tests and spectacles

Eyesight tests are available to employees who use display equipment regularly. The YCB will meet the costs of the initial eyesight tests and retest (minimum two year intervals).

Following the test, should an employee be required to wear spectacles when working with VDUs, then the YCB will meet the costs of the supply of a basic pair of VDU spectacles.

All eye sight tests should be pre-arranged through the ED.

A1.4 Manual handling

It is important to be aware of lifting techniques to avoid injuries. While this may at first be seen as applying to manual workers, even office workers need from time to time to remove files, PCs and other items.

Back injuries are the main reason for absenteeism in the UK workplace. Injuries can be prevented by following basic, good practice guidance.

A guide on good handling techniques for lifting is available from the HSE website, www.hse.gov.uk. Copies of this are available from the ED.

A1.5 Driving

All drivers should observe the Highway Code and normal good practice while driving. In particular, do not drive for more than two hours without taking a 15 minute break.

The YCB maintains records of employees' driving licenses and any endorsements. These are reviewed on a regular basis and any employees who have persistent issues with their driving will be interviewed and, where appropriate, offered support and training.

All members of the YCB development team must complete a weekly diary and issue copies to the ED and the OHRM at the beginning of the week so there is a record of their location throughout the period. Any changes to this schedule must be reported to the ED immediately.

A1.5.1 YCB vehicles

The YCB provides vehicles for the ED and CDMs as part of a leasing scheme. These vehicles are maintained by the leasing company as part of the lease agreement but routine safety checks are the responsibility of drivers. These should include regular checking of:-

- Tyres (pressure, tread and general condition)
- Lubricant levels
- Brake fluid levels
- Bulbs
- Safety belts

A1.5.2 Non-YCB vehicles

The YCB maintains records of all other vehicles used for official Board business where mileage or fuel costs are claimed by the driver. These records include:-

- Insurance certificate
- Service history
- MoT certificate
- Current mileage

Drivers should carry out regular safety checks as set out in 0.

A1.5.3 Mobile phones

A mobile phone, whether hand held or hands free, must not be used while driving on the YCB's business. To make or receive a phone call or text message or use the Internet the driver must park the vehicle in a safe place with the engine switched off.

A1.6 RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require the reporting of work-related accidents, diseases and dangerous occurrences and applies to all work activities although not to all incidents.

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise on preventive action to reduce injury, ill health and accidental loss.

The following must be reported:-

- deaths
- major injuries
- accidents resulting in over 3 day injury
- diseases
- dangerous occurrences
- gas incidents

A1.6.1 Death or major injury

If there is an accident connected with work and:

- an employee, or a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- a member of the public is killed or taken to hospital;

the enforcing authority must be informed without delay. This can be done by telephone or by completing the appropriate form on the HSE website.

A1.6.2 Reportable major injuries

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

A1.6.3 Over-seven-day injury

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-seven-day injury you must report it to the enforcing authority within ten days.

An over-seven-day injury is one which is not necessarily "major" but results in the injured person being away from work or unable to do their full range of their normal duties for more than seven days.

A2.1 FACILITY CHECKLIST

Name of Facility _____

Address _____

Postcode _____

Telephone _____

Are the following satisfactory at the facility? **Yes** **No** **N/A**

Adequate Health & Safety Provision ☐ ☐ ☐

Adequate access for people with disabilities ☐ ☐ ☐

Internal facilities

○ Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Sports hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Changing rooms (lockable male & female)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Toilets (male & female)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Nets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number	<input type="checkbox"/>		
Condition	Good	Average	Poor
Mats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

External facilities **Yes** **No** **N/A**

○ Playing area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Outfield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Practice area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Area for spectators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency procedures:-

○ Fire exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Access to telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Access to First Aid box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Presentation facilities:-

○ TV/Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ OHP/Data Projector/Laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Flip chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Video viewing area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facility approved for

○ Pathways/District Centres	<input type="checkbox"/>
○ Coach Education	<input type="checkbox"/>
○ Other YCB Approved schemes	<input type="checkbox"/>

Facility checked by _____

Date _____

Please return to:

Operations and Human Resources manager, YCB Office, Headingley Cricket Ground , Leeds LS6 3BU9HF

A2.2 ON THE DAY RISK ASSESSMENT FOR TEAM LEADERS

Event Title _____

Code _____

Date _____

Facility _____

Address _____

Tel No _____

		N/A	Satisfactory	Unsatisfactory	Rectified
Playing area	Dry				
	Even				
	Free from hazards				
Surrounds	Texture of walls etc				
	Projections				
	Glass				
Changing facilities					
Storage of equipment					
Lighting					
Provision for spectators					
Emergency exits					
Special Cricket Equipment					
Netting					
Matting					
Background					
Participants					
Clothing and equipment					

I am familiar with and will abide by the YCB Safety Guidelines.

I have checked this facility and found it to be safe and suitable for this cricket activity.

Name	Signature	Date

YCB CRICKET SPECIAL EVENT RISK ASSESSMENT

Organising body		Activities	
Event			
Date		Position	
Location		Date Completed	

Any areas that score 3 or over indicate an identified hazard which should be mitigated – see following sheet(s)

	Group	Location	Leader(s)	Activity	Equipment	Transport	First Aid *see below	Weather	Overnight stay
1	Group at appropriate competency at and above level of activity	A managed and staffed centre catering specifically for your activity	Leaders qualified at or above appropriate level for activity	No physical or strenuous activity (e.g. meal)	Soft balls, Kwik Cricket kit and plastic bats	Activity on site or local, no transport requirements for participants	First Aid available. Access to emergency support.. Persons qualified at appropriate level	Change in weather will have no adverse effect on the group	No overnight stay
2	Highly experienced participants undertaking activity at a high level of performance. Participants are aware of risks involved and trained to deal with foreseeable problems	A managed and staffed centre that is suitable for your activity	Leaders experienced in leadership role at or above level of activity	Softball/Kwik Cricket only	Soft balls, Kwik Cricket kit and wooden bats	Use of hired coach or public transport	First Aid not available. Access to emergency support.. Persons qualified at appropriate level	Change in weather will have minimal effect on activity	
3	Group with appropriate competency to attempt level of activity with suitable leadership, but not necessarily practical experience	A managed but unstaffed centre or site suitable for your activity	Leaders experienced and competent as a participant at level of activity. No leadership experience at this level	Inter Cricket or similar only	Inter Cricket kit or similar	Local or regional movement or participants or large/heavy items using self driven vehicles	First Aid available. Access to emergency support.. No or insufficient persons qualified at appropriate level	Change in weather could cause problems if the group is not adequately prepared with training or equipment	Accommodation in hotel, B&B, staffed hostel or private residence
4	Group with some competency in activity. Some awareness of risks involved.	Unmanaged and unstaffed site or centre suitable for your activity	Leaders with some experience of activity but not at this level. No leadership experience	Hardball cricket, including net practice	Conventional hardball cricket equipment, excluding nets	National movement of participants Using self drive vehicles or including over night stay	First Aid not available. Access to emergency support.. No or insufficient persons qualified at appropriate level		
5	Absolute novices with no or little experience of the activity at any level	A remote location. Unmanaged and unstaffed site	No experience of activity as a participant or leader	Any two or more of the above simultaneously	Conventional hardball equipment including nets	Transportation of heavy or large items and many people, use of minibuses and trailers or travelling abroad	First Aid not available. Persons not qualified at appropriate level. With or without access to emergency support		Bunkhouse or recognised campsite/self catering accommodation
Score 1-5									

* Types of First Aid

First Aid - Where a third party is qualified in first aid at an appropriate level, but not a member of an emergency service or your organisation eg coach

Access to Emergency Support - Where trained professionals would be able to be called to an incident within 45 minutes of and incident eg ambulance

Persons qualified at appropriate level - Persons with First Aid qualification, a minimum of 4 hour Emergency First Aid certificate,

RISK MITIGATION

Risk identified	Initial score	Proposed mitigation measures	Responsibility	New score
Group				
Location				
Leaders				
Activity				
Equipment				
Transport				
First Aid				
Weather				
Overnight stay				
TOTAL SCORE			Final risk rating	

RISK RATINGS

13 or below	low risk
14 – 21	medium risk
22 – 29	high risk
30 – 37	very high risk
38 or above	unacceptable risk

ALL EVENTS SHOULD BE MEDIUM RISK OR BELOW. PLEASE SEEK YCB GUIDANCE IF THE FINAL RISK RATING FOR YOUR EVENT IS HIGHER.

A2.4 MINOR INJURY NOTIFICATION

Date

Dear

..... had a minor injury today while taking part in a YCB activity:-

Details of injury:-

.....
.....

Your child has received the following treatment:-

.....
.....

We suggest the following further action:-

.....
.....

Please contact me on this number if you need any further information

We look forward to seeing again soon.

Yours sincerely

A2.5 ACCIDENT RECORD FORM FOR TEAM LEADERS

Event					
Code					
Date					
Facility					
Address					

Name of team leader					
Address of team leader					
Contact number					

Name of injured person				DoB	
Address of injured person					
Contact number					

Date and time of accident					
Location in venue where accident took place					
Nature of accident					
Give details of how the accident took place					

Details of the action taken including any first aid treatment and the name(s) of the first aider					
Were any of the following contacted?	Police		Ambulance		Parent
What happened to the injured person after the accident? (eg went home, went to hospital)					

Name	Signature	Date

This form should be completed and retained by the Team Leader and a copy sent to the YCB Human Resources Manager as soon as possible, ideally by e-mail.

A2.6 PARENTAL/CARER CONSENT FORM FOR CRICKET TOURS AND AWAY FIXTURES

Tour/Away Fixture(s)	
Dates	

Name of Child	
Date of Birth	
Address	
Phone	

Emergency contact	
Home phone	
Work phone	
Mobile phone	

Alternative contact	
Home phone	
Work phone	
Mobile phone	

Child's doctor	
Phone	

Does your child experience any conditions requiring medical treatment or medication	Yes	No
Details		

Does your child have any allergies?	Yes	No
Details		

Does your child have any specific dietary requirements?	Yes	No
Details		

Please provide any further information you feel is necessary.

I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition other than those detailed above

I consent to my child receiving medical treatment which, in the opinion of a qualified medical practitioner, may be necessary

Name	Signature	Date

A2.7 SAMPLE LETTER GIVING DETAILS OF TRIPS INVOLVING OVERNIGHT STAYS

Dear

Yorkshire Dales Tour, 24-25 July 2003

I am very pleased that you are able to take part in our short tour in the Yorkshire Dales. We are playing 40 over matches against teams from Upper Wharfedale (Grassington) and Settle cricket clubs and staying over night in Malham. John Turner, Dave Birch and I are accompanying our team.

While we are away, the following home contact will be available for parents and carers to contact in the event of any emergency:-

Naomi Beckles Willson

Phone 0114 266 7413

Mobile 07900 487363

We shall be travelling by mini bus throughout the tour but players' equipment may be transported by car at some stages of the journey. Our itinerary is as follows:-

Thursday 24 July 2003

8.30 am Leave Hallam

11.00 am Match v Upper Wharfedale at Cracoe

6.00 pm Fish and chip supper at Bizzie Lizzies, Skipton's award winning fish and chip shop.

7.30 pm Arrive at Malham to stay at Hill Top Farm Bunk Barn, Malham, North Yorkshire, BD23 4DJ, telephone 01729 822240.

Friday 25 July 2003

10.00 am Match v Settle

3.30 pm Leave Settle

5.30 pm Arrive at Hallam

The cost of the trip is £15.00. Please let me have this before we leave – cheques should be payable to Hallam Cricket Club. This will cover overnight accommodation, fish and chips, breakfast on Friday and a contribution towards the cost of sandwiches being provided by Settle CC.

Please bring the following:-

- A sleeping bag.
- A change of clothes, towel and anything else you need for a night away from home.
- A packed lunch for Thursday – there are no shops within three miles of Cracoe so do not rely on being able to stock up locally.
- Cricket gear but please keep to a minimum as there won't be a lot of space!

Please remember that, throughout the tour, you are representing Hallam Cricket Club and South Yorkshire Cricket. We expect the highest standards of sportsmanship and general behaviour and players and supervisors must follow the Club's codes of conduct at all times.

The players will be sharing one large room with bunk beds. The accompanying adults will be in single rooms close by but there will also be other guests at the bunk barn. Please act considerately throughout our stay as I should like to be able to use the facility again in future!

Shopping opportunities will be limited but you may want to bring some money for sweets, drinks etc - £5 will be plenty.

Please let me know as soon as possible if you need any more information or have any concerns about the arrangements.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Beckles Willson'.

MARK BECKLES WILLSON

47 Collegiate Crescent
Sheffield
S10 2BR

Phone	266 7413
Mobile	07831 482873

