

YORKSHIRE CRICKET BOARD

HEALTH AND SAFETY POLICY

11 June 2006



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1 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 will:-

- provide adequate control of the health and safety risks arising from its activities
- consult with our staff and participants on matters affecting their health and safety
- provide and ensure maintenance of safe facilities and equipment
- ensure all participants are provided with adequate safety information
- minimise the risk of accidents
- maintain safe conditions for cricket activity
- review and revise this policy as necessary at regular intervals

The Secretary of the YCB 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 (YCB secretary)

Date

Review Date

2 ORGANISATION

Day to day responsibility for ensuring this policy is put into practice is delegated to the Cricket Development Manager (CDM)/Coach Education Manager (CEM).

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

Appointment/approval of Team Leaders	CDM/CEM
Appointment/approval of coaches/other staff	Team Leaders
Initial assessment of facilities	Cricket Development Officers or YCB appointed person
Facility risk assessments	Team Leaders
Maintenance of records	YCB Administrator
Monitoring of accidents	CDM/CEM and YCB Secretary

3 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:-

3.1 Cricket Development Officers

The YCB's Cricket Development Officers (CDOs) are directly responsible to the CDM/CEM for implementing Health and Safety measures in the County.

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

3.2 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 will be 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 will be undertaken by a CDO.

The Team Leader has overall responsibility for the supervision and conduct of both staff and participants throughout the programme of activities.

3.3 Coaches

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

- Appropriate ECB coaching qualification
- Current, enhanced CRB check obtained via the ECB
- ECBCA membership

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.

3.4 Representative team managers

Managers of YCB representative teams are generally also qualified coaches and must meet the requirements of section 3.3.

Team managers who are not coaches will be assessed by the CDM/CEM before appointment. In any case, all team managers must hold a current, enhanced CRB check obtained via the ECB.

All team managers must have attended the following workshops:-

- STA Cricket Coach First Aid Appointed Person (or similar)
- SCUK Good Practice and Child Protection

3.5 Umpires and scorers

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

- Appropriate ECB qualification
- Current, enhanced CRB check obtained via the ECB
- Membership of an appropriate ECB recognised body

4 CONSULTATION WITH STAFF AND PARTICIPANTS

The YCB will consult with CDOs and regular Team Leaders before the introduction of significant changes to policies and procedures affecting health and safety. Any comments received following this consultation will be reviewed by the CDM/CEM and the proposed changes will be 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 CDM/CEM.

5 INFORMATION, INSTRUCTION AND SUPERVISION

This health and safety policy is issued to all Team Leaders, coaches and other staff.

Coach education is a key means of providing health and safety instruction. The YCB Coach Education Centre produces a booklet including key health and safety information which is distributed to all candidates. Additional health and safety advice is issued in coach education course resources.

6 MONITORING

The CDM/CEM is responsible for monitoring the operation of this policy and for reporting to the YCB at regular intervals.

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

7 ACTIVITIES

7.1 Coaching

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

- To be undertaken in YCB approved facilities.
- Coaches to meet requirements of section 3.3. In particular, net coaching to be undertaken by coaches holding, as a minimum, one of the following qualifications:-
 - ECB level 2
 - Ist4Sport Level 2 Certificate in Coaching Cricket (L2CCCR) and attendance at the ECB Introduction to Net Coaching workshop.
 - NCA Coaching Award
- General practice to follow recommendations of section 8.

7.2 Coach education

All coach education undertaken under the control of the YCB will meet 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.

7.3 YCB seminars

All seminars arranged by the YCB will meet the following criteria:-

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

7.4 Representative cricket

- 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 and 9.17 and the ECB publication "Safe Hands, Welfare of Young People in Cricket".

7.5 Interval demonstrations

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

7.6 Groundsmanship - IOG courses

Courses will be undertaken in YCB approved facilities.

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

7.7 Ground maintenance trailers

These are only available to Groundsmen who have completed one or both of the Elementary IOG Courses. Hirers are required to complete a hire agreement (see A2.6) and before taking possession of a trailer.

8 SAFETY PROCEDURES

8.1 Initial facility assessment

Facilities proposed for YCB activities are assessed by a Cricket Development Officer or YCB appointed person against the following criteria:-

- Location
- Accessibility, including access for disabled people
- Facility health and safety policy and procedures
- Fire safety
- Access to telephone
- Classroom if applicable
- Sports hall if applicable
- Outdoor facilities if applicable
- Changing rooms
- Toilets
- First Aid facilities

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

8.2 Facility risk 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.

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 will check that the implemented actions have removed/reduced the risks and will record this on the risk assessment form.

Adverse findings of risk assessments and the remedial measures adopted will be reported to the CDM/CEM.

8.3 Event management

8.3.1 All staff

All staff are responsible to you 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' mobiles phones must be turned off during all YCB events.

8.3.2 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 book
 - Minor injury notes
 - Incident forms
 - Register, so a head count can be taken at any point
 - Participants' emergency numbers
 - Details of participants' special needs

8.3.3 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.
- 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 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.
- 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.

8.4 Accidents and First Aid

The Team Leader or an appropriately qualified deputy will be the appointed person for each course.

8.4.1 Minor injuries

The Team Leader must record all accidents, however minor, in an accident book. If necessary, First Aid should be administered by the appointed person and the injured person should receive a standard injury letter to take home at the end of the session (see appendix A2.3).

8.4.2 Major incidents

Generally a major incident will involve an injury meeting the criteria set out in appendix A1.6.2.

In the unlikely occurrence of a major incident please ensure that you follow the following steps:

- Stay calm and assess the situation
- If required, Team Leader to 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
- Ensure that the group's safety is secured
- Deal with any immediate danger
- 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 a major injury report (see A2.4) and return it to the YCB Administrator 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 GENERAL SAFETY GUIDELINES

9.1 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".

9.2 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 with 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

9.3 Indoor Nets

9.3.1 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.

9.3.2 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.

9.3.3 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.

9.4 Outdoor Nets

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

9.4.1 Position

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

Nets may have to be partially or fully roofed over to prevent nuisance or danger to others.

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.

9.4.2 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.

9.5 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.

9.6 Helmets and other protective equipment

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 must be worn by young players when batting and when keeping wicket standing up to the stumps (as a guideline, closer than 5 metres) against a hard ball in practice and in matches. Coaches, teachers, managers and other responsible people should always ensure that a young player wears a helmet in these situations.

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

Where British Standards have been laid down it is in the best interest of players to ensure that their equipment conforms with those standards; the British standard for cricket equipment is BS7928: 1998. In addition, helmets sold in the UK should carry a CE mark.

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.

9.7 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.

9.8 Safe positioning of fielders

No player in the under 15 age group or younger shall be allowed to field closer than 7.3 metres (8 yards) 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 10 metres (11 yards).

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.

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 5.5 metres (6 yards) of the bat, except behind the wicket on the off side. Players should wear appropriate protective equipment whenever they are fielding in a position where they feel at risk.

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.

9.9 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 will 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.

9.10 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:-

9.10.1 Matches

Age	Maximum overs per spell	Maximum spells per day
Up to 13	4	2
Under 14/15	5	2
Under 16/17	6	3
Under 19	7	3

9.10.2 Practice

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

9.11 Net coaching

9.11.1 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.

9.11.2 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. The make-up and members of the participating group and any medical problems or conditions of individuals should be known. A coach should be aware and take any remedial action or emergency procedures necessary during sessions.

A written record of the circumstances of any injury sustained, action taken and names of witnesses must be kept.

Each participant must know the pre-arranged signal to stop which would be given where a potentially dangerous situation to start 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.

9.12 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 will 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.

9.13 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 will make this decision.
- the playing area should be free of foreign objects (glass, bricks, etc) and noxious materials such as weed killer, 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 9.8 must be observed and strictly adhered to.

9.14 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 will need to be restricted to periods when this can be safely executed.
- Indoor Red cricket balls should be used for games played within the NCA Competition. Full size, full weight balls are not suitable for indoor games.

9.15 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.

9.15.1 Managing the environment

School facilities are variable in terms of their suitability for cricket activities. A brief risk assessment is vital before any activity begins. 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.

- Cricket examples: remove any stones, litter or wet leaves - use a suitable ball.

Space: enough for each child, and for group work to take place safely.

- Cricket examples: mark out target areas to hit into - do not allow players to run across other activities/games to retrieve a ball.

Hazards, risks and risk control

Discipline: 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.

- Cricket examples: waiting batters must not stand close to a batter hitting the ball. Do not throw a ball to another player if they are not looking.

Clothing: wear appropriate dress, including footwear. Jewellery should be removed or covered, and long hair tied back.

- Cricket examples: wear suitable footwear that will prevent you from slipping.

Equipment: If playing with a hard ball, all protective equipment must be worn.

9.15.2 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 class brought out, you, or a designated team member, should meet pupils and give 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?"

Ensure an adequate warm up is provided

At end of the day, ensure the site is left clean and tidy and all debris cleared away

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

9.16 Matches

9.16.1 Communicating with Parents

A completed consent form is required for each young player participating in matches whether at home or away – see appendix A2.5.

The following information needs to be communicated to parents and the team when travelling to a fixture for the day:-

- Method of transport
- Pick up point
- Time of departure
- Time of return
- The destination and venue
- Competition details
- Name of Team Manager and Coaches responsible for the team/s
- Contact details for the Team Manager and Coaches
- Contact details and any medical information for the members of the team
- Kit requirements

9.16.2 Transport

The YCB maintains a register of mini bus drivers who are covered by the Board's motor insurance. All these drivers must complete self-declaration forms before their registrations are valid. Only registered drivers should drive mini busses which are being used to transport young cricketers.

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.

The use of hand held mobile phones while driving is both unsafe and illegal. Drivers are required to keep hand held mobile phones switched off at all times while they are driving.

9.16.3 Supervision

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 staff must be provided with a full itinerary, including contact and medical information and travel arrangements.

9.16.4 Supervision while travelling

The Team Leader is responsible for the team and staff at all times including the following points:-

- Maintaining good discipline. The main cause of accidents is misbehaviour.
- The safety of the group when crossing roads
- Sufficient and supervised stops
- The head count when the team is getting on and off the transport

In the event of a breakdown or accident, the team and staff remain under the management and supervision of the Team Leader.

9.17 Overnight stays

If a team is staying away from home overnight, the following additional procedures should be followed:-

9.17.1 Home contact

Ensure that a list of the team and staff is left with a designated home contact, with contact numbers and address of the accommodation.

9.17.2 Accommodation

All accommodation must be clean and with access to sufficient toilet and bathing facilities

It is not acceptable for:-

- Players to share a bed.
- For male and female players to share a room.
- For adults to share a room with young people.

All players must know which rooms the staff are in and how to contact them if required.

9.17.3 Communication with parents

Before taking any young cricketers away on tour, you must arrange a meeting with the parents, carers and players to provide details of the trip. Parents must be given written information on the following:

- Purpose of the trip
- Name and contact details of the Team Leader
- The names of all the staff
- Name and contact number of the person acting as home contact
- Details of transport to and from the venue and during the trip
- Details of the accommodation with address and contact number
- An itinerary giving as much detail as possible
- Kit and equipment list
- Emergency procedures and telephone contacts
- Codes of conduct for both Staff and Players
- Welfare and child protection procedures
- Estimated cost and arrangements for payment
- Spending money
- Details of insurance

A template for a letter to parents and carers is included in appendix A2.6.

9.17.4 Preparing players

Try to meet with the players prior to the trip to agree:-

- Codes of conduct/behaviour
- Emergency procedures
- Expectation of the players
- Staff roles and responsibilities
- Support if they become homesick
- Support if they are unhappy, or need to speak to someone in confidence

A1 CRICKET DEVELOPMENT OFFICERS AND OTHER SALARIED STAFF

A1.1 Housekeeping

The Workplace (Health, Safety and Welfare) Regulations 1992 requires that minimum standards relating to the working environment shall be in place. In addition to having sufficient toilets, space and work areas, good housekeeping can improve health and safety within the office environment.

The initial responsibility for housekeeping lies with all staff to ensure that the workplace is kept tidy.

For every employee to be able to work efficiently and avoid hazards, which may cause injury, the following are to be observed.

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 and computer cables should be out of the way to avoid trip hazards
- Fire exits shall be kept clear
- Fire fighting equipment shall be easily accessible

Implementation of the above will assist in preventing accidents and fire risks

A1.2 Electrical safety

A1.2.1 General safety

The Electricity at Work Regulations 1989 apply to all workplaces and state basic principles of safety which apply to all systems and equipment.

If electrical systems and equipment are installed by qualified persons, used with good practice and to recognised standards, then little needs to be done to comply with the regulations.

The main task is to ensure that every electrical item is regularly checked with a record label affixed showing the date tested and the result. The intervals of the tests are to be in accordance with the suggestions laid down by the Health and Safety Executive.

Each member of staff can check:-

- 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 Manager. The Manager shall arrange for the equipment to be tested and repaired where necessary.

A1.2.2 Annual inspection of portable appliances

Each portable electrical appliance (includes kettles, fans etc) shall be tested at intervals as suggested by the Health and Safety Executive. A PAT tester shall be used to carry out the test, used by a competent person trained in its use. The result will be identified as a pass or fail. Failed equipment will be quarantined and referred for re-test and, where needed, repair/replacement.

At the same time a visual inspection shall also be carried out for any sign of wear to the cable, plug or equipment.

A1.2.3 Records

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 shall be attached to each item indicating the date tested, initialled by the tester and the test result.

A1.2.4 Replacement equipment

An item of equipment (not new) provided in the workplace must have a current test sticker on it, preferably dated at the time of installation.

A1.2.5 Guidance

Maintaining Transportable and Portable Electric Equipment HS(G) 107 Health and Safety Executive 1994 ISBN 07176 07151.

A1.3 VDUs

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to employees who habitually use display screens (VDUs). In these situations there is a requirement to assess workstations to reduce risk to health, ensure minimum requirements are met, plan work and work breaks and give information.

Working with VDUs is not generally considered to be a high-risk area and any illnesses reported are to be dealt with in a like manner to other illnesses.

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

- provide an adjustable chair with back support.
- advise users to 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 users facing windows or bright lights.
- offer wrist rest pads
- 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
- allow regular breaks where operator is constantly using a VDU.
- look at the job to see if the tasks can be organised to enable time away from the screen.

A1.3.1 Eye sight tests and spectacles

The regulations require that eyesight tests should be made 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 eye sight 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 prior arranged through the CDM/CEM.

A1.3.2 Training

All employees should receive information on organising their workstations. New starters should preferably receive this in their first weeks of starting.

A1.3.3 Guidance

For further information look at "Working with VDUs" published by the Health & Safety Executive.

A1.4 Manual handling

The Manual Handling Operations Regulations 1992 may at first be seen as applying to manual workers, but even office workers need from time to time to remove files, PCs and other items.

Therefore it is important to be aware of lifting techniques and to give advice to staff, to avoid injuries.

Back injuries are the main reason for absenteeism in the UK workplace. Preventing injuries with some basic training will save pain and loss of resources.

A1.4.1 Training

As part of induction training, new starters are to be made aware of the possibility of injury from using incorrect lifting methods. A guide on good handling techniques for lifting is available from the HSE website, www.hse.gov.uk.

A1.4.2 Guidance

Manual Handling Operations Regulations 1992 - Guidance on Regulations HSE ISBN 0-11-886335-5

A1.5 Travel

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

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

CDOs 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 use of hand held mobile phones while driving is both unsafe and illegal. CDOs are required to keep hand held mobile phones switched off at all times while they are driving.

All CDOs must complete a weekly diary and issue copies to the CDM/CEM and the YCB secretary 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 CDM/CEM immediately.

A1.6 RIDDOR '95

RIDDOR '95 means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. It requires 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 you on preventive action to reduce injury, ill health and accidental loss, much of which is uninsurable.

You need to report:-

- 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:

- your 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;

you must notify the enforcing authority without delay. You can either telephone or complete 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-three-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-three-day injury you must report it to the enforcing authority within ten days.

An over-three-day injury is one which is not "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 three days.

**A2.1 YORKSHIRE CRICKET BOARD
FACILITY CHECKLIST**

Name of Facility _____

Address _____

Postcode _____

Telephone _____

Are the following satisfactory at the facility?

	Yes	No	N/A
Adequate Health & Safety Provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate disabled access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal facilities			
o Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Sports hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Changing rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External facilities			
o Playing area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Outfield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Practice area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Area for spectators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures:-			
o Fire exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Access to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Access to First Aid box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation facilities:-			
o TV/Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o OHP/Data Projector/Laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Flip chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facility checked by _____

Date _____

**Please return to:
Howard Clayton, YCB Office, Yorkshire Cricket Centre, 41 St Michael's Lane, Leeds, LS6 2BR**

**A2.2 YORKSHIRE CRICKET BOARD
HEALTH AND SAFETY RISK ASSESSMENT FOR TEAM LEADERS**

Event Title	
Course code	
Date	
Facility	
Address	
Tel No	

		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

**A2.3 YORKSHIRE CRICKET BOARD
MINOR INJURY NOTIFICATION**

Date

Dear

..... had a minor injury today whilst taking part in a YCB activity.

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

**A2.4 YORKSHIRE CRICKET BOARD
MAJOR INCIDENT REPORT**

TO BE COMPLETED BY TEAM LEADER

Full name

Address

.....

Telephone

Date of incident Time

Where did the accident happen?

Address

.....

Premises owner

Where exactly did it happen on the premises?

.....

Who was present?

.....

.....

About the injured person

Full name

Address

.....

Telephone

DoB

Gender Male/Female

Who was the injured person? (please tick as appropriate)

- One of your staff
- On work experience
- Employed by someone else
- A member of the public
- Participant in YCB programme/course

About the injury

What was the injury?

.....
.....

Give full details of how the injury occurred

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Did the incident involve any of the following? (Please tick as appropriate)

- A fatality
- A major injury or condition preventing an employee them from doing their work for at least 3 days
- A major injury to a member of the public meaning they had to be taken from the scene of the accident to hospital

Did the injured person (please tick as applicable):

- Become unconscious
- Need resuscitation
- Remain in hospital for more than 24 hours

Your signature

Date

PLEASE post or fax immediately to Howard Clayton, YCB Office, Yorkshire Cricket Centre, 41 St Michaels Lane, Leeds LS6 3BU. Fax 0113 265 4401

**A2.5 YORKSHIRE CRICKET BOARD
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

A2.6 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

**A2.7 YORKSHIRE CRICKET BOARD
YCB/C4 TURF CARE TRAILER HIRE AGREEMENT FORM**

Hirer/User Club

Date

Location Address

.....

We agree to abide by the following (tick to show acknowledgement)

- The Hirer/User named above is a trained operator and that only that person will use the system
- If there is no club trained operator available then the club agrees to an extra fee to hire a YCB trained operator
- The motor insurance of the towing vehicle covers third party risk [to cover the motor vehicle – the trailer is covered by ECB] and is covered for the purpose of towing on YCB/club business [NB ECB/YCB insurance covers PL, Employer Liability and Personal Accident with regard to the trailer and equipment itself only]
- The Hirer logs any damage or injuries and reports immediately to the YCB Officer in charge
- The Hirer conducts a risk assessment on pick-up/delivery as per the Operations Manual and monitors all Health and safety requirements
- The Hirer accepts that the Board has the power to charge penalties for damage or non-prescriptive use
- The Hirer accepts the YCB will not be liable for any injury, loss or damage caused by use of the equipment whether under its direct control or club control
- The Hirer accepts the YCB is not liable for the results of any misinformation or misunderstanding submitted by the Hirer or previous Hirers
- The Hirer will ensure the Trailer is returned to the YCB depot on the same day that is picked up and that it is not stored overnight at any other place

This agreement must be agreed and signed prior to pick-up/ delivery of the trailer

Signed Hirer forClub

Name PositionDate.....

[Return prior to use to Ian Powell, 5 Rosedale Gardens, Lingdale, Cleveland TS12 3EN]