

Volleyball England Health and Safety Policy Version 3 Updated April 2017

Scope

Volleyball England is committed to providing a safe working, coaching, teaching and learning environment for all personnel, learners and any related third parties.

All learners and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow learners and/or personnel.

Objectives

Volleyball England aims to promote health and safety, so far as reasonably practicable, by:

- providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health
- preventing accidents and cases of work-related ill health and safety hazards arising from work activities via effective risk identification, assessment and implementation of control measures
- implementing regular emergency and evacuation procedures in case of a significant incident
- protecting the health and safety and welfare of individuals and vulnerable learners via systematic risk management
- engaging with learners, personnel and any related third parties, to provide providing relevant information, instruction, training and supervision, as is necessary to ensure health and safety
- providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments
- complying with statutory regulation on health and safety and welfare of learners, personnel and any related third parties

This list is not exhaustive and represents general principles followed by Volleyball England in respect of health and safety.

Risk Assessment Procedures

Volleyball England ensure that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all courses/programmes.

All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance. All relevant personnel must ensure that all control and/or recovery measures plans are complied with and related actions recorded.

Prior to conducting a course/programme, the tutor/assessor will conduct a risk assessment and record relevant findings in line with the Volleyball England Health and Safety Policy. Any information a tutor/assessor has identified in relation to a risk should be shared with/distributed to the appropriate personnel e.g. course/programme delivery site staff, learners, other tutors/assessors.

Where tutors/assessors identify additional risks which were not previously identified or where a current risk assessment is not in place a risk assessment must be conducted.

A risk assessment must be completed before the start of any course, seminar or workshop. The risk assessment should be reviewed at the start of any subsequent days of the course and signed and dated. Copies of risk assessments should be retained as they may be asked for as part of internal or external verification processes.

Risk Assessment Record

A risk assessment must be completed before the start of any course, seminar or workshop. The risk assessment should be reviewed at the start of any subsequent days of the course and signed and dated. Copies of risk assessments should be retained as they may be asked for as part of internal or external verification processes.

Day of Course	Venue	Course Level	Risk Assessor	Date	Signature
Day 1					
Day 2					
Day 3					
Day 4					

Areas to address before and during the session	Checks to undertake	Any potential hazards that need further action?	If yes, what further action have you taken?
Participants involved in the session	<ul style="list-style-type: none"> • Do you know how many people are in your session? Make sure your ratios are right • Have you done a register? Has everyone registered correctly for the session or group? • Do you have emergency contact details for each person? • Is the medical history of each participant known? Has the relevant medical form (where appropriate) been completed before the session? • Have you checked anyone who carries medication has it with them for the session? • Have you introduced new people to the group and given them a buddy for the session? 	Yes/No	

Areas to address before and during the session	Checks to undertake	Any potential hazards that need further action?	If yes, what further action have you taken?
The venue/location where the session is taking place	<ul style="list-style-type: none"> • Is everyone familiar and comfortable with the venue and facilities? • Is the space fit for the activity? Have you checked it is appropriately lit and free from hazards? • Do you know where the first aid equipment or facility first-aider is and the procedures you need to follow at the venue? • Have you briefed everyone to report any hazards they may see during the session? • Do you have a mobile phone for emergencies if you are in an open space? 		
Equipment	<ul style="list-style-type: none"> • Is everyone dressed appropriately for the session? • Have you checked that all the equipment is in working order, and participants know how to use it? 		
General session considerations	<ul style="list-style-type: none"> • Does everyone have access to water? • (If applicable) Is the weather going to affect the session in any way? Does everyone have protection from the weather conditions? 		
Any other hazards you have spotted	<ul style="list-style-type: none"> • Are there any other members of the public who could have an impact on your session, or who you need to be aware of? • Anything else? 		

First Aid Procedure

The nominated/appointed individuals(s) are:

Dependent upon the centre used for delivery and assessment of the qualification-this will be determined prior to each course being held.

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

Whenever learners are present, to attend for a component of a course/programme, their tutor/assessor is responsible for making them aware of whom their nominated first-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

The first aid box(es) are located:

Dependent upon the centre used for delivery and assessment of the qualification-this will be determined prior to each course being held.

Accident Reporting

During a course the Tutor, Assessor, individual(s) in charge of the event (possible via delegation) involved in the accident/incident is responsible for ensuring that an investigation takes place and that an accident/incident/near miss report is completed.

In the case of an injury, following appropriate care for the injured individual, the Tutor/ Assessor/individual(s) in charge of the event must inform the nominated person, the Project Delivery Team Lead, at Volleyball England.

The Accident Report Form should be forwarded immediately via the quickest route to enable details to be recorded and any actions noted.

Please note that delivery/assessment sites might also have their own recording procedures which will also need to be followed.

Accident Report

Date, time, location and event details where the incident took place		
Date		Time
Location (Venue)		
Event details (e.g. Qualification title and course number)		

Injured persons details		
Name:		
Occupation:		
Date of birth:		
Address:		Postcode
Tel:		
Email:		

Details of all persons involved – insert details of all individuals actually involved in near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		

5		
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Details of all witnesses –insert details of all individuals who witnessed the near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		
5		

Incident details			
Time of injury		Date of injury	
Description of the incident			
Treatment applied			
Name of person giving treatment			
Role of person giving treatment			
Loss of consciousness:	Yes/No	Ambulance called:	Yes/No
Person sent to Hospital:	Yes/No	If Yes, which Hospital:	

Name of person completing this report			
Date of report		Office use only: date report received	

Please return the completed form to:

Project Delivery Team Lead via coaching@volleyballengland.org

Volleyball England, SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF