



HEALTH AND SAFETY POLICY

1. VOLLEYBALL ENGLAND'S GENERAL OBLIGATIONS

- 1.1 Unless otherwise stated, defined terms in this Policy shall have the same meaning set out in the Articles of Association and in the Framework Document accessible on the Organisation's [website](#).
- 1.2 Volleyball England's ("the **Organisation**") health and safety responsibilities are those included in the Health and Safety at Work Act 1974 as amended from time to time together with any regulations made under the act and any subsequent legislation ("**H&S Law**").
- 1.3 The Organisation takes seriously its responsibility for the health and safety of its employees, and it aims to comply with the requirements of the H&S Law and to provide the best possible conditions for the safety of its employees, so far as is reasonably practicable.
- 1.4 In fulfilling its obligations under the H&S Law, the Organisation will actively seek the co-operation of all its employees, staff members, visitors and volunteers.
- 1.5 The Organisation will:
 - 1.5.1 maintain safe and healthy working conditions for all employees through effective and sensible implementation of the H&S Law;
 - 1.5.2 keep employees informed about health and safety;
 - 1.5.3 comply with the appropriate health and safety regulations;
 - 1.5.4 ensure that employees are fully aware of the fire and safety regulations at their place of work;
 - 1.5.5 display a poster outlining the 'Health and Safety information for employees regulations (1999)' in a prominent position in its offices;
 - 1.5.6 appoint and train one employee to be the safety officer in the Organisation's national office; and
 - 1.5.7 ensure that all electrical appliances will be checked by a qualified person at least once per year.

2. EMPLOYEES' GENERAL OBLIGATIONS

- 2.1 All employees of the Organisation must:
 - 2.1.1 comply with this Policy and such other rules and regulations promulgated by the Organisation's Board from time to time;

- 2.1.2 report to the Safety Officer or the CEO any breach of these regulations both verbally and in writing;
 - 2.1.3 take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do;
 - 2.1.4 co-operate with the Organisation on the implementation of health and safety measures;
 - 2.1.5 not interfere with or misuse anything provided for their health, safety or welfare;
 - 2.1.6 keep all fire doors closed at all times;
 - 2.1.7 keep all fire exits clear at all times;
 - 2.1.8 not use electrical appliances which do not carry a current safety or which are clearly not in a safe condition;
 - 2.1.9 interfere with electrical equipment whether fixed or portable;
 - 2.1.10 not tamper with safety equipment; and
 - 2.1.11 carry out such activities which might endanger the safety or wellbeing of other employees.
- 2.2 All employees are responsible for the security of the office by making sure all window locks are securely in place when leaving the office in the evening. The last member of staff leaving the office will be required to check that the windows are closed (save the automatic window vents).
- 2.3 If an employee has an accident during work hours or while away on Volleyball England business, they must report it immediately to the appointed safety officer or the CEO.
- 2.4 All accident at work must be reported by completing the online incident form completed by the person to whom the accident occurred, or if this is not possible by another member of staff. If the accident causes more than three consecutive days of incapacity for work, this must be reported.
- 2.5 Any breach of the obligations under this Policy is likely to endanger the life of other people and as such, will be considered a serious breach and may lead to disciplinary action.

3. **FIRE PRECAUTIONS**

- 3.1 In the interests of their own safety and those of their fellow employees and other people on the premises **every employee must make themselves aware of the location of fire exits and extinguishers.**
- 3.2 It is vital that every employee co-operates with the Organisation in its efforts as regards fire prevention and precautions.
- 3.3 Water and foam based fire extinguishers are situated in in the corridor outside the office. Employees should make themselves aware of how to use these

extinguishers should a fire occur (employees must not use water on electrical equipment).

3.4 In case of fire employees must:

3.4.1 DIAL 999. The employee making the call must give the following message distinctly – 'Fire at Volleyball England, Sport Park, 3 Oakwood Drive, Loughborough, LE11 3QF'. Employees must not assume that the call has been received until the above message has been repeated back correctly;

3.4.2 Evacuate the premises and meet in the car park in the designated "meeting point" area, taking care not to cause an obstruction to arriving fire appliances; and

3.4.3 If the fire is small attempt to contain it.

3.5 On hearing the fire alarm employees must:

3.5.1 leave the building immediately by using the nearest available fire exit;

3.5.2 not stop to collect personal belongings;

3.5.3 not re-enter the building; and

3.5.4 report to the designated meeting point, so that a roll call can be taken to ensure that all persons are safely out of the building.

4. **GENERAL REMINDER**

4.1 Although there are fewer safety risks in an office environment than in a factory setting employees must still conduct their activities with care. The following points are reminders:

4.1.1 Do not leave appliances switched on in the kitchen area and leave them unattended.

4.1.2 Employees should take extra care to avoid back injuries or crushing fingers and feet when lifting and moving heavy articles.

4.1.3 Care must be exercised to avoid personal injury especially running round corners and colliding with obstructions or other people, cutting hands when opening parcels, packages or crates by contact with nails or metal binding tape.

4.1.4 Climbing of racks, shelves or bins is not allowed.

4.1.5 Do not open more than one drawer of a filing cabinet at a time (especially top drawers).

5. **FIRST AID**

5.1 A first aid box is held just inside the office.

5.2 The name of the qualified first aider is displayed in the office.

5.3 If the named first aider is not in the office call reception or ask other office occupants for support or in an emergency dial 999.

6. **SCOPE OF POLICY**

6.1 This policy applies to the Organisation's office working environment. Where competitions or events are held the health and safety policies of the relevant venue shall apply as supplemented or overridden by the rules of the competition and/or any additional guidance or policy issued by the Organisation from time to time.