



Health & Safety Guidelines

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Health & Safety Guidelines

The organiser of any volleyball event/activity has a responsibility to ensure that it is delivered in a safe environment and manner. Set out below are guidelines to help your club promote the safe practice of volleyball. These guidelines should be adapted to the particular circumstances of; the club, the facility and the participants.

Duty of Care

The duty of care is a general legal duty on all individuals e.g. coach, referee, supervisor, sports clubs/organisations to avoid carelessly causing injury to persons. It has been developed over many years and is relevant to all regardless of the size of the organisation, income or whether the organisation has paid staff.

All clubs need to consider the duty of care owed to their volunteers. Liability depends on establishing that the organisation failed to take reasonable care. Therefore the notion of duty of care needs to be considered in all aspects of your club's activities.

It is important to note that a duty of care can arise in various ways, which may not always be obvious, such as;

- Selling food at an event
- Hosting tournaments or competitions
- Loaning equipment to others
- Fundraising events e.g. sponsored run

Health & Safety

Health and safety law lay down your duties to your employees. The law also imposes further responsibilities on you as an employer with regard to people not in your employment, such as volunteers and other members of the public, who may be affected by your activities.

Part of the Health and Safety at Work Act 1974 imposes a duty on every employer 'to ensure as far as reasonably practicable, that persons

not in their employment, who may be affected by their undertaking, are not exposed to risks to their health or safety', and 'to give to persons (not being their employees) who may be affected in a prescribed manner information as might affect their health and safety'.

What this generally means is that organisations/clubs which have both employees and volunteers have a statutory responsibility not to harm or damage the health of volunteers through their involvement in the activities of that organisation/club.

Health & Safety Policy

A health and safety policy is a good start on which to develop health and safety procedures and practices. Having such a policy communicates the clubs commitment to good health and safety standards. It can also help to clarify procedures and areas of responsibility. Clubs/organisations with less than five employees or no employees are not obliged to have a policy, but it is strongly recommended to draw one up. Paid staff as well as volunteers should be included in the policy. By involving volunteers in the process of writing a policy, makes them much more aware of health and safety issues.

Risk Assessment

Many volleyball clubs/organisations do not own their own venue where volleyball activities are undertaken therefore the hiring of local authority or private facilities is common. These facilities should have their own generic risk assessments and should provide a copy to your club/organisation upon request. However, it is highly recommended that your club/organisation regularly conducts its own risk assessment before any volleyball activity e.g. before a training session the coach should carry out a check of the equipment, check the floor is free from debris etc.

A risk assessment is nothing more than a careful examination of what in your work/activities, could cause harm to people, so that you can weigh up whether you have taken enough precautions.

Risk assessment involves identifying all hazards, assessing the risks, and putting in place measures to control unacceptable risks. They can include a check of; facilities, equipment and safety procedures to ensure that they are fit for the intended purpose.

- A hazard is anything that has the potential to cause harm, such as glass or a spillage on court
- Risk is the likelihood of it causing harm and the degree of harm it could cause i.e. high or low.

The overall aim of undertaking a risk assessment is to make sure that no one gets hurt or becomes ill.

Assessing risk requires detailed knowledge of your club/organisation's activities and working practices.

It is highly recommended that risk assessments are undertaken on a regular basis as they serve as an excellent way to identify and overcome any health and safety problems.

Below are five steps which will assist you in assessing the possible risks in your activities:

- Step 1**
Look for the hazards
- Step 2**
Decide who might be harmed and how
- Step 3**
Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- Step 4**
Record your findings
- Step 5**
Review your assessment and revise it if necessary

Step 1

Have a walk around the areas you use and look at what could reasonably be expected to cause harm i.e. slipping/tripping, poorly maintained floors, poor lighting etc. Think about what hazards could potentially result in serious harm.

Step 2

Think about who may be harmed i.e. club members and volunteers

Step 3

When you have identified the hazards, consider how likely they are to cause harm. This will help you to determine if you need to do more to reduce the risk. Some risks however remain, even after precautions have been taken, therefore you have to decide for each significant hazard whether the risk still remaining is either;

High - could occur quite easily

Medium - could occur sometimes

Low - unlikely, although conceivable

Ask yourself whether you have done all the things that the law says you have got to do, e.g. does the equipment meet the required standards etc.

If you find something that needs to be done, draw up an 'action list' and give priority to any remaining risks which are high and/or those which could affect most people. When taking action, ask yourself:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that the harm is unlikely?

Step 4

Risk assessments must be suitable and sufficient. You need to show that;

- A proper check was made
- You asked who might be affected
- You dealt with all of the significant hazards, taking into account the number of people who could be involved

- The precautions are reasonable, and the remaining risk is low

Step 5

If there is any significant changes to your procedures or you bring in new equipment etc which could lead to new hazards, you will have to amend your assessment to take these new hazards into account. It is also good practice to review your assessment from time to time to make sure that the precautions are still working effectively.

Insurance

It is important that clubs/organisations obtain adequate Public Liability Insurance to cover members (including coaches, volunteers, officials, parents, spectators and players), visiting competitors and the activities that you deliver in the event of any incidents/accidents.

Public Liability insurance covers your club/organisation in the event of injury, death and loss or damage to the property of non-employees. It only covers legal liability, so will not provide compensation where there is an accident that is not due to negligence. Without this insurance, the club or the individuals responsible for the club could be held personally liable.

Please note that clubs who affiliate to the English Volleyball Association benefit from Public Liability Insurance cover of up to £5million. Insurance cover is also provided for registered referees and coaches. Please contact the EVA if you would like more details.

A number of high profile cases in sport have helped in making more people become aware of their rights in terms of seeking legal redress and compensation. Therefore it is vital that your club has all the right insurance policies in place and that the policies explicitly mention volunteers, because they may not automatically be covered.

Obviously the more insurance your club has the better protected you will be. Other types of insurance you may wish to consider include;

- Professional Indemnity (for coaches working at the club)
- Employers Liability
- Products Liability
- Libel & Slander
- Personal Accident
- Travel
- Medical

Please note that the above list is not exhaustive.

First Aid

It is strongly recommended that clubs have a qualified first aider present at all training sessions and events. This is not always possible and as good practice, it is recommended that clubs encourage members to attend a recognised first aid training course.

There is a range of first aid training courses provided by organisations such as; St John's Ambulance, British Red Cross, National Coaching Foundation, County Sports Partnerships and the Health and Safety Executive.

Clubs are advised to have at least one first aid box, which should be clearly labelled and accessible. Emergency first aid should only be given by a qualified first aider. The name(s) of your qualified first aider(s) should be clearly communicated to the whole club i.e. in the club handbook.

Incident/Accident Reporting

Undertaking risk assessments, should assist with helping you to minimise the likelihood and severity of any accidents/incidents. For any accidents/incidents that happen it is vital that they are recorded by the club/organisation. There should also be a reporting mechanism in place at the venue where all injuries and accidents are reported through them, especially where it involved the facility itself.

Guidelines for dealing with an accident/incident can be found at the end of this section.

The information recorded from any accident/incident is useful for:

- Looking for patterns and trends
- Helping to implement actions to prevent the incident/accident happening again or to limit the effects
- Predicting the most suitable first aid provision
- Providing documented evidence for insurance claims

Emergency Procedures

Should an accident or emergency occur there should be a standard procedure for dealing with it and everyone involved should be aware of them too. The venue should provide details of their Fire and Emergency procedures, location of fire equipment, emergency telephone or phone access, arrangements for ambulance access and any on site First Aid provision.

Keeping Records

It is strongly recommended that the appropriate coach or team manager keeps a register of attendance at each coaching session. Registers should also include details on each participant, such as medical information (including allergies), and emergency contact details.

Help Available

Volunteering England

The national volunteer development organisation for England that works across the voluntary, public and private sectors to raise the profile of volunteering.

For more information visit www.volunteering.org.uk
Or contact: 0845 305 6979

Health & Safety Executive

www.hse.gov.uk
08701 545500

National Council for Voluntary Organisations

www.ncvo-vol.org.uk
0800 2798 798

Legal Update website for Voluntary Organisations

www.sandy-a.co.uk
020 7232 0726

Incident/Accident Report Form

Name of Club

1. Site where incident/accident took place:

.....

2. Name of person in charge of session/competition:

.....

3. Name of injured person:

.....

4. Address of injured person:

.....

5. Date and time of incident/accident:

.....

6. Nature of incident/accident:

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Give details of how and precisely where the incident/accident took place.

Describe what activity was taking place, e.g. training game, getting changed, etc.

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7. Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):

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8. Were any of the following contacted:

Police: Yes No

Ambulance: Yes No

Parent/guardian: Yes No

9. What happened to the injured person following the incident/accident? (e.g. went home, went to hospital, carried on with session)

.....

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10. All of the above facts are a true and accurate record of the incident/accident.

Signed:

Date:

Name:

Guidelines for Dealing with an Incident/Accident Report

Name of Club

In the event of an incident/accident you should:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying
- Alert the first aider who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency service
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries. Wait for the emergency medics
- Contact the injured person's parent/guardian/next of kin
- Complete an incident/accident report form

RISK ASSESSMENT RECORD FORM		REFERENCE No.		VA 0 0 1	
SITE/LOCATION		DATE OF THIS ASSESSMENT			
		LATEST REVIEW DATE			
MAIN ACTIVITY:		ASSESSOR NAME			
CLUB:		POSITION:			
DAYS AND TIME:		SIGNED:			

PLEASE USE THE MATRIX BELOW TO GAIN A TOTAL SCORE

HAZARDS IDENTIFIED	PERSONS AT RISK (1)	SEVERITY OF HARM (2)			LIKELIHOOD OF HARM (3)			STATEMENT IN WHICH ASSESSED (4)	RISK RANKING (5)					
		1	2	3	1	2	3		1	2	3	4	5	
1. LOCATION/ACTIVITY AREA	USERS OFFICIALS SPECTATORS							STAFFING & SPORT SUITABILITY						
2. USER COMPETANCE	USERS							COMPETENT NATIONAL & LEAGUE PLAYERS						
3. EQUIPMENT	USERS OFFICIALS SPECTATORS							APPROPRIATE NETS POSTS FIXINGS						
4. EQUIPMENT SET-UP	USERS OFFICIALS SPECTATORS							NON VOLLEYBALL EQUIPMENT LEFT OUT INTERFERING WITH PLAY						
5. NON VOLLEYBALL EQUIPMENT	USERS OFFICIALS SPECTATORS							NON VOLLEYBALL EQUIPMENT LEFT OUT INTERFERING WITH PLAY						
6. FREE ZONE	USERS OFFICIALS							3 METRES CLEAR ROUND THE ACTIVE COURT						
7. SPECTATORS AREA	USERS OFFICIALS							SPECTATORS AREA SAFE AND AWAY FOR ACTIVE AREAS						
8. LIGHTING	USERS OFFICIALS							SUITABLE LIGHTING NOT AFFECTING VISION						
9. SLIPS/TRIPS/FALLS	USERS OFFICIALS							FLOOR IS NON-SLIP, NON-ABRASIVE & DRY						
10. APPROPRIATE CLOTHING	USERS							ALL CLOTHING SECURE AND NO LOOSE JEWELLERY						
11. EXCESS CLOTHING/ BAGS STORED NEATLY	USERS OFFICIALS SPECTATORS							NO PERSONAL BAGS OF ITEMS NEAR ACTIVE AREA						
12. FIRST AID AVAILABILITY	USERS OFFICIALS SPECTATORS	N/A	N/A	N/A	N/A	N/A	N/A	FIRST AID AVAILABILITY ON SITE						
13. PARTICIPANTS WITH MEDICAL CONDITIONS	USERS OFFICIALS SPECTATORS							AWARE OF ANY MEDICAL CONDITIONS						
14. VENUES HEALTH & SAFETY PROCEDURES AVAILABLE	USERS OFFICIALS SPECTATORS							EVACUATION PROCEDURES CLEARLY VISIBLE						

Total points score from Risk Ranking (column on the right): _____
Any ticks in the grey boxes on the right are to be explained in the action required area.

Any score under 50 would be unsafe

Record in this table only action which falls in the top three risk levels. Where the main activity is judged acceptable or trivial no comment is needed.

ACTION REQUIRED	NAME OF PERSON TO CARRY OUT	DATE COMPLETED
1.		
2.		
3.		
4.		
5.		

NOTES

1.	Persons at Risk	Players, Coaches, Officials or spectators
2.	Severity of Harm (See Risk Matrix)	1. Extremely Harmful 2. Harmful 3. Slightly harmful
3.	Likelihood (See Risk Matrix)	1. Likely 2. Unlikely 3. Highly unlikely
4.	Present Controls	E.g. training, written rules, access restriction.
5.	Risk Ranking (See Below)	1. Intolerable 2. Substantial 3. Moderate 4. Acceptable 5. Trivial

RISK MATRIX	1. Extremely harmful	2. Harmful	3. Slightly harmful
1. Likely	Intolerable risk	Substantial risk	Moderate risk
2. Unlikely	Substantial risk	Moderate risk	Acceptable risk
3. Highly unlikely	Moderate risk	Acceptable risk	Trivial risk

E.g. If an accident/occurrence is likely and the injury that results will be extremely harmful, it is an **INTOLERABLE RISK** and would be scored 1 in the Risk Ranking. The action needed to reduce the risk level must be identified and carried out.

RISK RANKING	Risk Level	Action
1.	Intolerable	Work should not start or continue until the risk level has been reduced
2.	Substantial	Work should not be started until risk reduced. If work is already in progress, action should be taken within one month
3.	Moderate	Risk should be reduced, but cost of prevention can be taken into account. A timescale of 3 to 6 months should be considered
4.	Acceptable	Although no further action is necessary, low-cost improvements should be considered
5.	Trivial	No action required

Template Volleyball Code of Practice

Please read and follow the information below carefully.

- You are required to sign the declaration box on the annual subscription form to confirm you have read and will abide by this code of practice.

Each club member is reminded that he/she is solely responsible for his/her conduct when representing the club at home or away fixtures, trips and training sessions.

THE FACILITY

When using the facility, all members must abide by the rules and regulations as set down by the Venue Managers.

GENERAL

- The club is affiliated to the English Volleyball Association (copies of the rules and regulations held by the club committee).
- Training sessions are taken by a qualified EVA coach or in his/her absence, another appropriate member of the club.

EQUIPMENT

- Correct lifting techniques must be used if moving any equipment and posts must be screwed in securely to the floor.
- It is the responsibility of the person taking the session (or match) to check that the posts and nets have been set up correctly.
- It is recommended that bumper pads (for posts and referee stand) are used.
- Players should avoid running under the net.
- The floor must be clean, dry and in good condition. If any problems are encountered, please inform the Venue Managers.

CLOTHING

- Trainers and shoes used for outdoor use will not be permitted in sports-halls. To minimise the risk of impact and sprain injuries, appropriate clean indoor footwear must be worn on court.
- Comfortable, close-fitting clothing to be worn and the use of kneepads is recommended (to be purchased by the individual).
- It is advisable for spectacle wearers to secure them before playing.
- Members should not wear jewellery on court.

COURT AWARENESS

- Players should be aware that accidents may arise from:
 - Players being struck by other players
 - Players being struck by the ball
 - Players tripping, slipping, colliding or falling
 - Players wearing unsuitable, dirty or damaged footwear

- Balls and other kit should not be left unattended on the playing surface. The use of a ball trolley is recommended.
- Volleyball involves sudden lunges, stretches, jumps and dives, therefore it is important to be fit for your level of game, to warm up thoroughly before starting any session or match and to ensure stretching both before and after the session/match.
- Experienced players should be made aware of and make allowances for novices who are playing on court at the same time.
- Players should learn to call for the ball to avoid collision.
- Players will be instructed on the risk of violating the centre line.

