



Londinium Volley – Health & Safety Policy

(For activities held at Latymer Upper School Sports Hall)

1. Purpose

This policy sets out how Londinium Volley will safeguard the health, safety, and welfare of all players, coaches, officials, volunteers, and spectators during volleyball practices and matches held at Latymer Upper School facilities. It blends the requirements of Latymer Upper's site rules with Volleyball England's standards, ensuring compliance and clarity.

2. Responsibilities

- **Club Committee**
 - Ensure compliance with Latymer Upper School's Health & Safety Policy.
 - Maintain alignment with Volleyball England's safety standards.
 - Review this policy annually or after any incident.
 - **Coaches & Team Managers**
 - Conduct risk assessments before each session.
 - Ensure safe use of equipment and adherence to emergency procedures.
 - Supervise warm-ups, training, and matches to reduce injury risks.
 - **Players**
 - Behave responsibly and respectfully in line with Latymer Upper's rules.
 - Report hazards, injuries, or unsafe conditions immediately.
 - Wear appropriate footwear and protective gear.
 - **Visitors & Spectators**
 - Follow school site rules and emergency instructions.
 - Remain in designated areas during sessions and matches.
-

3. Risk Management

- **Venue Safety**
 - Only use the sports hall when booked and approved by Latymer Upper School.
 - Fire exits and evacuation routes must remain clear at all times.
 - Equipment (nets, posts, balls) must be checked before use.



- **Activity Safety**
 - Warm-up and cool-down are mandatory to reduce injury risk.
 - No food or drink (except water) allowed on the court.
 - First aid kit and qualified first aider must be present at all sessions.
 - **Incident Reporting**
 - All accidents or near-misses must be recorded using Volleyball England's accident report form <https://www.volleyballengland.org/about-us/incident-reporting>
 - Serious incidents must be reported to both Latymer Upper School and Volleyball England.
-

4. Emergency Procedures

- **Fire/Evacuation**
 - Follow Latymer Upper School's fire alarm and evacuation protocols.
 - Coaches are responsible for accounting for all players.
 - **Medical Emergencies**
 - First aid administered by qualified personnel.
 - Emergency services contacted if required.
 - Incident logged and reviewed by the Club Committee.
-

5. Safeguarding & Welfare

- All coaches and volunteers must hold valid **DBS checks** and safeguarding training.
 - Children and vulnerable adults must be supervised at all times.
 - Concerns must be reported to the Club Welfare Officer in line with Volleyball England safeguarding policy.
-

6. Review & Communication

- Policy reviewed annually or following significant changes in Latymer Upper School's procedures or Volleyball England guidance.
 - Communicated to all members via email and displayed on the club website.
 - Induction briefing provided to new members and coaches.
-



7. Attendance & Accountability

Maintaining an accurate and up-to-date record of attendance at all Londinium Volley sessions is a critical component of our Health & Safety obligations—both for the club and the venue. These records help ensure accountability, support emergency planning, and uphold duty-of-care standards.

Effective 1st December, failure to attend a scheduled session without prior notice will be considered a breach of this Health & Safety Policy. Penalties for no-shows include:

- A £15 charge per missed session, and/or
- Suspension from up to two future sessions.

These measures are in place to promote responsibility, respect for club resources, and the safety of all participants.