HEALTH AND SAFETY TOOLKIT

UPDATED: FEBRUARY 2024

Scottish **Volleyball**

Health and Safety Toolkit

Contents

Section 1: Health and Safety Policy Statement

Scottish Volleyball (SV) regards the management of health and safety as a priority and an integral element of the efficient management of SV activities. It is viewed as critical to developing the professional culture of SV and establishing and maintaining a solid reputation with all our partners.

It is our policy that all activities and work will be carried out in a safe manner, and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities (including work-related driving). All employees, contractors and sub-contractors are required to co-operate with SV and their colleagues in implementing the policy and to ensure that their own work is without risks to themselves and others as far as reasonably practicable.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable and various sections of the Health and Safety Toolkit seek to reflect this.

We all have responsibility for implementing the specific arrangements made under the Health and Safety Policy.

In line with the provisions of the underpinning policies and procedures contained within the SV Health and Safety Toolkit, you are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture.

The Health and Safety Toolkit describes the arrangements for formal employee consultation and involvement and the arrangements in place to ensure delivery of the above objectives. You are expected to be aware of the contents of the Health and Safety Toolkit, familiarise yourself with its provisions and carry out defined responsibilities. The Toolkit will be available electronically to all employees and a reference hard copy is held in the SV office.

SV will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that all legal obligations are met.

Section 2: Health and Safety Legislation

The Health and Safety at Work etc. Act (1974) states that *'it shall be the duty of every employer so far as reasonably practicable to ensure the health, safety and welfare at work of all employees'.*

Other main Health and Safety Laws are also relevant and include:

- The Management of Health and Safety at Work Regulations, 1999.
- The Workplace (Health, Safety and Welfare) Regulations, 1992.
- The Provision and Use of Work Equipment Regulations, 1998.
- The Personal Protective Equipment at Work Regulations, 1992.
- The Manual Handling Operations Regulations, 1992.

- The Health and Safety (Display Screen Equipment) Regulations, 2004.
- The Health and Safety (First Aid) Regulations, 1991.
- Health and Safety Information for Employees Regulations, 1998.
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Road Traffic Act.
- Highway Code.
- Safety Representatives and Safety Committees Regulations 1977.
- Working Time Regulations.
- Fire Safety (Scotland) Regulations 2006.

Further information on the above regulations can be found on the Health and Safety Executive website: http://www.hse.gov.uk

In accordance with the Management of Health and Safety at Work Regulations 1999, every employer needs to establish the arrangements for the effective planning, organising, control, monitoring and review of preventive and protective measures. In order to fulfil these obligations, SV has established administration procedures for the wide range of health and safety at work topics which are described in the later sections of this Health and Safety Toolkit.

Section 3: Roles and Responsibilities

Organisational Arrangements

The individual policies and procedures included in this Health and Safety Toolkit provide the detail of key roles and responsibilities associated with their delivery.

The CEO of SV accepts overall responsibility for all matters, including those regarding health, safety, and welfare.

Employee Responsibility

The Health and Safety at Work Act (1974) makes it clear that the responsibility for maintaining safe working standards is the duty of each and every individual employee. Consequently, you are asked to note and adhere to the general points which will help to maintain safe working conditions outlined in the below section entitled 'Maintaining a Safe Environment'.

In addition, you must:

- Take reasonable care for your own health and safety.
- Co-operate with SV in all health and safety matters.
- Consider the safety of other persons who may be affected by your acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with equipment that has been provided for health and safety reasons.
- Report any hazardous defects in equipment or shortcomings in the existing safety arrangements to the Office Manager.
- Not undertake any task for which authorisation and/or training has not been given.

Competent Persons

It is a legal requirement under the Management of Health and Safety at Work Regulations 1999 that the organisation must appoint at least one Competent Person to assist it in complying with its health and safety legal obligations.

The names of the colleagues currently undertaking these duties are as follows:

- Margaret Ann Fleming (CEO)
- Simon Epps (Office Manager)

The Office Manager will take an organisational lead role in respect of Health and Safety, specifically ensuring that the Health and Safety Toolkit is maintained in line with associated current legislation and regulations.

First Aiders

In order to fulfil the obligations of the First Aid Policy outlined below, SV is required to appoint a person to take charge of the situation relating to an injured or ill employee who will need help from a medical practitioner or nurse, and of such equipment and facilities as are adequate. Qualified first aiders are available through **sport**scotland. Staff based in partner organisation buildings/sites are asked to familiarise themselves with the arrangements in place.

The names of the colleagues appointed are listed below:

- Within SV Office space: Simon Epps (Office Manager)
- When working externally: Blair Pettigrew (RDO West)

Fire Warden

In order to fulfil the obligations of the Fire Safety Policy outlined below, SV is required to ensure the availability of a trained Fire Warden.

The names of the colleagues currently appropriately qualified are below:

- Simon Epps (Office Manager)
- Rowan Johnston (Competitions and Events Officer)

Section 4: Policies, Procedures and Guidelines

In addition to the Health and Safety Policy Statement, there are a range of policies, procedures and guidelines which have been put in place to ensure the health, safety and welfare of all the SV staff.

These policies and procedures will be reviewed every two years, as a minimum, to ensure that all statutory requirements are met and that any changes in organisational arrangements are accounted for.

In addition, a number of templates have been developed to support the delivery of the policies and procedures – the names of these are included as appendices to

this Toolkit and are referenced within the individual policies and procedures. They can be found at the following location on SharePoint:

C:\Scottish Volleyball Association\Company - Documents\Administration\General Office\Health & Safety

If you have any queries or concerns regarding any of the policies and procedures, please contact the appropriate person in the first instance (as detailed in the above section – Roles and Responsibilities).

Section 4.1 – Adverse Incident/Risk Reporting and Recording Policy and Procedures

Introduction

SV regards the health and safety of its staff and visitors and the security of our assets as an integral part of our business and as a management priority.

The purpose of this policy and procedure document is to ensure that we are all aware of our roles and responsibilities in respect of the reporting and recording of adverse incidents (accidents, near misses and dangerous occurrences) and of health and safety related risks.

The document also outlines the procedures which are to be adopted when any employee, contractor or visitor experiences an adverse incident or risk of such whilst on SV premises. Brief definitions and examples of these are:

- *Accident* – an unplanned event which causes injury to persons, damage to property or a combination of both. Examples include: a car crash whilst driving/travelling on SV business, a fall resulting in injury, incorrect operation of machinery leading to small fire, etc.
- *Near Miss* – an unplanned event which does not cause injury or damage but has the potential to. Examples include heavy articles falling near to people, short-circuits on electrical equipment.
- *Dangerous Occurrence* – an unplanned event which puts staff and/or visitors in danger or fear of such. Examples include: a visitor to a site causing fear or distress to staff and/or visitors.
- *Risk* – a potential hazard, e.g. faulty equipment, rips in carpets, spilled liquids, trailing wires, exposed electrical wiring, etc.

Policy

It is the policy of SV to record all accidents, near misses and dangerous occurrences and physical risks in the Adverse Incident / Risk Log which is located in the administration office and the following folder on SharePoint:

C:\Scottish Volleyball Association\Company - Documents\Administration\General Office\Health & Safety

All incidents/risks recorded in the Adverse Incident/Risk Log will be investigated and risk assessed to ascertain if a change or improvement is required to policies, procedures and/or working practices. The risk assessment will be based on an analysis of the likelihood and impact of any reoccurrence.

Roles and Responsibilities

All

It is the responsibility of all staff to report all adverse incidents and risks to the Office Manager.

In the immediate aftermath of an incident or evidence of significant risk you should attempt to make the area safe if possible and appropriate in the specific circumstances.

If you are absent as a result of an accident at work you must keep your line manager informed of progress, up to and including a return to normal duties.

Every visitor on the SV premises will have a nominated host and it is the responsibility of the host to ensure that incidents involving visitors are reported in line with the requirements outlined in this document.

Office Manager

It is the responsibility of the Office Manager to ensure the accessibility of the Adverse Incident / Risk Log and any accident report forms completed and to highlight to the relevant person any significant risks posed.

Any incident involving the emergency services must immediately be reported to the CEO.

The Office Manager must report to the appropriate person if an absence from work related to an accident at work exceeds three working days (excluding the day of the incident) in order that external reporting requirements can be met as outlined in the 'External Reporting – RIDDOR' section below.

The Office Manger should also keep a record of the employee's recovery up to the date of resuming full duties.

Internal Reporting

Adverse Incident & Risk Reporting Log

As outlined above it is the responsibility of all staff to report internally all adverse incidents (accidents, near misses, dangerous occurrences) and risks (workplace hazards, potentially dangerous equipment/materials, rips in carpet, etc), to the Office Manager.

Your account should be entered as soon as possible after the incident. If injury renders you unable to make an entry in the Adverse Incident Log, this should be completed by a witness or someone who is able to enter an account. Please note that the Office Manager can take no action if they are unaware of potential risks.

Off-Site Working

Any adverse incidents/risks which occur or are noted whilst working off-site should be reported in line with the occupier of the individual site's procedures. In addition, this should be reported as soon as possible to the CEO/Office Manager who will consider any ongoing risk and agree any action which might be taken.

Working at events is handled separately by the event organiser.

External Reporting – RIDDOR

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (Updated 2013) which can be found on the HSE website. This requires the reporting of the undernoted specified workplace incidents to the Health and Safety Executive (HSE) by the relevant Competent Person. This can be done either by telephone to the Incident Contact Centre 0845 300 99 23 (Monday to Friday 0830 to 1730 hrs) or by completing the appropriate online form on the HSE website.

Deaths - If there is an accident connected with work and an employee, or self-employed person working on the SV premises, or a member of the public is killed, the HSE must be notified without delay via the Contact Centre.

Major Injuries - If there is an accident connected with work and an employee, or self-employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, the HSE must be advised without delay. Reportable major injuries are:

- Fractures, other than to fingers, thumbs, and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
  - Covers more than 10% of the body.
  - Causes significant damage to the eyes, respiratory system, or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness.
  - Requires resuscitation or admittance to hospital for more than 24 hours.

Reportable Over Three-Day Injuries - If there is an accident connected with work (including an act of physical violence) and the employee, or a self-employed person is working on the SV premises, suffers an over-three-day injury it must be reported to the HSE within ten days. An over-three-day injury is one which does not fall under the above categories 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.

Reportable Diseases – If a doctor notifies SV that an employee suffers from a reportable work-related disease then this must be reported to the HSE without delay. A full list of reportable diseases can be found on the HSE website.

Examples include:

- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.

- Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus.
- Other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

Reportable dangerous occurrences (near misses) - If something happens which does not result in a reportable injury, but which clearly could have done, then it may be regarded as a dangerous occurrence which must be reported immediately. Not all such events require reporting, however contact can be made with the Incident Contact Centre to ascertain its status.

Reportable dangerous occurrences include:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Collapse or partial collapse of a scaffold over five meters high or erected near water where there could be a risk of drowning after a fall.
- Dangerous occurrence at a pipeline.
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false work.
- Explosion or fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building of 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.

Further guidance on these dangerous occurrences is available at: https://www.hse.gov.uk/riddor/dangerous-occurences.htm

Compliance

Staff who do not support the policies and procedures outlined in the Health and Safety Toolkit may be subject to disciplinary action.

Communication

The Health and Safety Toolkit is made available electronically to every member of staff. Any changes to this document will be notified to you electronically.

Review

The Health and Safety Toolkit will be reviewed formally every two years to reflect any changes in legislation or government guidance.

The Health and Safety Toolkit will be maintained by the Office Manager and any queries relating to its application or development should be so directed.

Section 4.2 – Display Screen Equipment (DSE) Policy

Introduction

In recognition of the pain and discomfort that can be caused by poor ergonomics and posture that is related to cumulative use, it is essential that sound ergonomics and good posture are maintained when using display screen equipment.

The Display Screen Equipment (DSE) Policy applies to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

Policy Statement

It is the position of SV to regard all its employees as DSE users and to provide up-to-date and comprehensive guidance.

It is the responsibility of all staff to review the guidance provided and undertake a self-assessment at their regular workstation (whether on SV premises or elsewhere) using the guidance/checklist document found on SharePoint at the following location:

C:\Scottish Volleyball Association\Company - Documents\Administration\General Office\Health & Safety

Once completed the checklist should be returned to the Office Manager for action to be taken as appropriate.

Compliance

Staff who do not support the policies and procedures outlined above may be subject to disciplinary action.

Communication

The guidance/checklist is included in the induction pack which is provided to every new member of staff on their first day on site. Any changes to the policy and guidance/checklist will be notified to staff electronically.

Review

The policy and guidance/checklist will be reviewed formally every two years to reflect any changes in legislation or government guidance.

The policy will be maintained by the Office Manager and any queries relating to its application or development should be so directed.

Section 4.3 – Driving Policy

Introduction

If a member of staff is required to drive as park of their working remit, then the following policy and the details within should be taken into consideration. Most importantly, staff are encouraged to take the upmost care when driving, being sure to consider passengers wellbeing whether they be other staff, guests, or athletes.

Do not put yourself, passengers or SV at risk when driving.

Policy Statement

It is the policy of SV to ensure that all staff who are required to drive whilst undertaking their role are supported and informed in appropriate ways to allow them to be safe and responsible drivers.

SV has assessed the risks associated with driving whilst working and provides specific guidance in this respect.

It is the responsibility of any staff member who needs to drive as part of their work with SV to ensure that their personal vehicle is fir for purpose, legal, and road worthy.

SV accepts no responsibility for any parking fines you may receive whilst undertaking your duties.

Driving Best Practice Guidance

The Highway Code is essential reading for everyone, with its rules applying to all road users: drivers, motorcyclists, pedestrians, horse riders, mobility scooters and cyclists. The rules in the Highway Code are legal requirements, and if you break these rules, you are committing a criminal offence. You may be fined, given penalty points on your licence, or be disqualified from driving and in the most serious cases you may receive a custodial sentence. SV strongly recommends that all drivers keep their knowledge of the Highway Code up to date which can be accessed via the Internet.

Safe and Competent Driving

You are expected to practice safe and competent driving by considering the suggestions below:

- Put safety first in all driving judgments.
- Maintain concentration while driving.
- Manage external influences and distractions.

If you have concerns about the distances or times of work-related journeys, or issues regarding fatigue you should speak with your Line Manager.

Mobile Phones

It is illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle.

This means you must not use a device in your hand, whether online or offline.

The law still applies to you if you're:

- Stopped at traffic lights.
- Queuing in traffic.
- Driving a car that turns off the engine when you stop moving.
- Holding and using a device that's offline or in-flight mode.

Some exceptions do apply such as:

- If you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop.
- You're safely parked.
- You're making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant.
- You're using the device to park your vehicle remotely.

Drink and Drug Driving

It is against the law to drive, or attempt to drive, on a road or other public place (e.g. a pub car park or a garage forecourt) whilst unfit due to being under the influence of alcohol or drugs. It should be noted that this covers both prescription and non-prescription drugs since it is your responsibility to ensure that you are fit to drive, and you should therefore carefully check the side effects of any new medication.

You may be fined, given penalty points on your licence, or be disqualified from driving and in the most serious cases you may receive a custodial sentence. If such an offence occurs whilst you are carrying out on SV business, SV disciplinary procedures will apply.

SV has in place a Substance Misuse Policy and you are encouraged to familiarise yourself with this policy and take appropriate action if you suffer from drink and/or drug addiction issues.

Finance and Legal Requirements

If you drive on SV business, you are required to hold an appropriate and current licence for the class of vehicle and appropriate level of insurance.

All staff driving on SV business and claiming reimbursement of costs will be asked to provide a copy of their driving licence and insurance certificate. This may be requested at any time but must be provided for scrutiny at least once per financial year.

Compliance

Staff who do not support this who do not support these policies and procedures may be subject to disciplinary action.

Communication

This policy and guidance is included in the induction pack which is provided to every new member of staff on their first day in the office.

In addition, the policy is made available electronically to every member of staff as part of the Health and Safety Toolkit.

Any changes to the policy will be notified to you electronically.

Review

The policy will be reviewed formally every two years to reflect any changes in legislation or government guidance.

The policy will be maintained by the Office Manager and any queries relating to its application or development should be so directed.

Additional Information

You are encouraged to keep up to date with driving legislation and road safety guidance.

Useful sources of additional information include:

- Think! Road Safety (www.thinkroadsafety.gov.uk)
- Department for Transport (www.dft.gov.uk)
- Driving Standards Agency (www.dsa.gov.uk)
- Driver and Vehicle Licensing Agency (www.dvla.gov.uk)
- Highway Code (https://www.gov.uk/guidance/the-highway-code)
- Royal Society for the Prevention of Accidents (www.rospa.com)
- National Driver Information and Control System (www.nadics.org.uk)
- The AA (www.theaa.com)
- The RAC (www.rac.co.uk)
- Multimap (www.multimap.com)

Section 4.4 – Fire Safety Policy Statement

In order to meet requirements under the Fire (Scotland) Act 2005 and the duties imposed by the Fire Safety (Scotland) Regulations 2006, it is the policy of SV to put in place appropriate arrangements to ensure the safety, in the event of a fire, of all staff and visitors on the SV premises.

It is the policy of SV to put in place appropriate arrangements to avoid the incidence of fire. It does this through the process of the fire safety risk assessment and the consequent application of safety measures and provision of guidance to staff.

Staff who do not support the Fire Safety policy and associated procedures may be subject to disciplinary action.

Fire Safety Legislation

The Fire Safety (Scotland) Act 2005 seeks to ensure the safety, in the event of fire, of persons (whether they are employees, residents, visitors or others) by setting out the rights and responsibilities of persons in respect of fire safety. In short anyone who has control to any extent of the premises will have some responsibilities for ensuring that those occupying the premises are safe from harm caused by fire.

The Scottish Government (Executive) introduced the Fire Safety (Scotland) Regulations 2006 to seek to make the law easier to comply with. These affect all

non-domestic premises and have an emphasis on risk reduction and fire prevention.

The responsibility for complying with the Fire Safety (Scotland) Regulations 2006 rests with University of Edinburgh as the 'duty holder' (as they have general control of the premises SV occupies).

The Regulations require fire safety risk assessments to be carried out for each site which focuses on the safety of persons in the event of fire. The risk assessments take account of the following:

- Identify people at risk.
- Identify fire hazards.
- Evaluate the risk and decide if existing fire safety measures are adequate.
- Formal record of fire safety risk assessment information.
- Formal review of fire safety risk assessment.

The amount of information to be recorded is influenced by the life risk in the particular premises, the complexity of the premises, the activities undertaken and the existing fire safety measures.

Further information on the above regulations can be found on the Scottish Government website: https://www.gov.scot/publications/practical-fire-safety-guidance-existing-non-residential-premises-2/

Roles and responsibilities

All Staff

The Fire (Scotland) Act (2005) makes it clear that whilst at work every employee should take reasonable care for their own safety in respect of fire and of any other relevant persons who may be affected by their acts or omissions. You must therefore take reasonable care to ensure that the workplace is safe from harm caused by fire and do nothing that will place yourself or others at risk.

You must inform colleagues and managers with specific fire safety responsibilities of anything relating to the premises which could represent a serious and immediate fire safety danger, of anything which you reasonably consider represents a shortcoming in the employer's fire safety protection arrangements or of the event of a fire.

You must co-operate, so far as is necessary, to allow SV and the University of Edinburgh to comply with their fire safety responsibilities.

You are entitled to the provision of adequate fire safety measures on the premises to ensure, so far as is reasonably practicable, your safety from harm caused by fire.

You are also entitled to appropriate instruction (and training where necessary) about any risks identified on the premises, fire safety measures provided and what to do in the event of a fire.

Management Responsibility

The CEO and Fire Wardens are responsible for ensuring that the fire safety policy is implemented within the SV offices. However, all tenants within the building are collectively responsible for ensuring that all fire regulations and building procedures are carried out. The tenants within the building are all members of a group made up of all the residents within the SV office building, which meet on a yearly basic to review building policies and issue (MOBUG).

The Fire Warden must monitor the immediate workplace to ensure that safe conditions are maintained. Where risks are identified, the office manager must ensure that these are reported to the University of Edinburgh contact to be rectified.

The Fire Warden should ensure that:

- The staff are aware of fire safety procedures.
- Provide instruction and supervision to ensure that work is conducted safely in respect of fire safety.
- Take immediate and appropriate steps to investigate and rectify any risks to fire safety arising from the work situation, including bringing to the prompt attention of the University contact any fire safety issue that requires attention.
- All fire safety risks are properly recorded and reported to the University contact.

If employing a person under the age of 18, a specific fire safety risk assessment must be carried out considering their youth and inexperience and the particular risks they may be exposed to in the workplace. If a child is of school age, their parent must be informed of the risks and the measures taken to avoid or reduce them. Support in this respect can be provided by the University of Edinburgh Fire Safety Unit.

Fire Wardens and Co-Ordinator

As the premises have various companies within the building, each company must have their own Fire Warden that reports to the Fire Co-ordinator during the evaluation procedures.

In order to fulfil the obligations of the Fire Safety Policy, SV is required to ensure the availability of training for Fire Wardens.

The SV staff currently qualified are listed below:

- Simon Epps (Office Manager)
- Rowan Johnston (Competitions and Events Officer)

Enforcement Agency

The local Fire and Rescue Service is the enforcement agency for the University of Edinburgh premises.

Enforcement officers may do anything necessary to allow them to complete their duties, including:

- Entering premises for inspection at any reasonable time, or at any time if there is reason to believe that the situation is dangerous.
- Requesting information, records, etc, or assistance from any persons with fire safety duties.
- Inspecting, copying or removing any relevant documents from the premises.
- Carrying out any inspections, measurements or tests on the premises or any article or substance found on the premises.
- Dismantling articles found on premises which appear likely to cause danger.
- Taking possession of an article for purposes of examination or use as evidence.

If the enforcing authority is dissatisfied with the outcome of the fire safety risk assessment or the fire safety measures taken, it may seek to take:

- Informal action.
- Formal enforcement action which could result in the issue of an enforcement notice that requires certain improvements.
- In extreme cases, a prohibition notice may be issued that restricts the use of all or part of the premises until improvements are made.
- Report the matter for prosecution. Failure to comply with a notice issued by the enforcing authority or placing persons at risk by failing to carry out any duty imposed by fire safety law is an offence.

Fire Safety Risk Assessment

A fire safety risk assessment is an organised and methodical look at premises, the activities within the premises, the potential for a fire to occur and the harm it could cause to the people in and around the premises.

The aims of the fire safety risk assessment are to:

- Identify hazards and to reduce the risk of those hazards causing harm to as low as is reasonably practicable.
- Determine if the fire safety measures and management policies in place are appropriate to ensure the safety of people in the building/s should a fire occur.

The fire safety risk assessment should be undertaken by suitably trained individuals on an annual basis in each of the organisation's sites (these may be internal or external to the organisation). A report to send to the tenants and held on record by the University of Edinburgh.

There are five steps in the assessment process:

- Identify the people at risk.

This involves identifying the number and capability of people residing, occupying or working on the premises and others who frequent the premises such as visitors, customers or contractors. Those with some form of disability or frailty may have difficulty in perceiving or responding to a fire, or in leaving a building if there is a fire and this must be considered. In addition, some staff or visitors may not be able to leave the premises promptly because they are elderly, or they are parents with children.

🌀 Identify fire hazards.

This step involves identifying potential ignition sources. For a fire to start, three things are needed: a source of ignition, fuel and oxygen. If any one of these components is missing a fire cannot start. Taking steps to avoid the three coming together will therefore reduce the chances of a fire occurring.

🌀 Evaluate the risk and decide if existing fire safety measures are adequate.

The premises should be critically examined to identify any potential accidents and any acts or omissions which might allow a fire to start. This should include possible opportunities for deliberate ignition. Having considered the chances of a fire starting and the people likely to be at risk should a fire occur in the building, the extent of the actual risk to those people must be considered. In evaluating the risk to people thought should be given to how and where the fire may spread and how this may affect escape routes. The Act requires that the following principles must be considered when implementing fire safety measures:

- Avoiding risks.
- Evaluating risks that can't be avoided.
- Combating risks at source.
- Adapting to technical progress.
- Replacing the dangerous with the non-dangerous or less dangerous.
- Developing a coherent fire prevention policy.
- Giving collective fire protective measures priority over individual measures.
- Given appropriate instruction to employees.

🌀 Record fire safety risk assessment information.

Fire safety law requires findings to be recorded and include:

- Significant findings.
- Resulting fire safety measures and action to be taken.
- Persons who are specifically at risk.
- Fire safety arrangements for the effective planning, organisation, control, monitoring and review of the fire safety measures.

🌀 Review of fire safety risk assessment.

This should be carried out regularly, particularly when the findings are considered to be no longer valid or there has been a significant change to the premises or the organisation of the work undertaken has affected the measures. In addition, if a fire or 'near-miss' occurs, this could indicate that the existing assessment may be inadequate, and a re-assessment carried out. Identify the cause of any incident then review and if necessary, revise the outcome of the fire safety risk assessment in the light of this experience.

A template has been included in the Toolkit as Appendix 1. This template is based on the Record of Fire Safety Risk Assessment developed by the Scottish Centre

for Healthy Working Lives and has been endorsed by the Scottish Government, STUC, NHS Scotland, the Health and Safety Executive and COSLA.

As outlined earlier, if employing a person under the age of 18, a specific fire safety risk assessment must be carried out considering their youth and inexperience and the particular risks they may be exposed to in the workplace. If a child is of school age, their parent must be informed of the risks and the measures taken to avoid or reduce them. Support in this respect can be provided by the University Fire Wardens.

Fire Safety Measures / Reduction

A series of fire safety measures are in place to remove and/or reduce the likelihood and impact of fire, as highlighted through the fire safety risk assessment process. These safety measures focus on both physical and human factors as outlined in the following sections.

Fire Detection and Alarm Systems

Within the scope of the tenancy lease **sport**scotland undertake to provide appropriate fire detection and fire alarm systems must be in place at all sites, with associated maintenance and quarterly testing schedules.

The SV offices are based in a University of Edinburgh building and therefore maintenance and upkeep of fire detection and alarm systems is the responsibility of the University of Edinburgh.

Emergency Fire Evacuation Plans - Buildings

An emergency fire action plan must be in place for all buildings, offices, and people with specific requirements, setting out the action to be taken in the event of a fire. All persons on the premises must be aware of the details of the emergency fire action plan and their individual responsibilities within this. It is the responsibility of the Fire Co-Ordinator/Fire Safety Unit to ensure the appropriateness of arrangements in place through the Fire Safety Risk Assessment process.

The emergency evacuation procedures for SV are situated within the administration office as well as online through SharePoint at the following:

C:\Scottish Volleyball Association\Company - Documents\Administration\General Office\Health & Safety

Emergency Fire Evacuation Plans - People

A Personal Emergency Evacuation Plan (PEEP) must be in place for all people (staff, contractors, visitors) with specific requirements, e.g. disabilities. The PEEP will:

- Identify any specific needs of the individual.
- Identify staff responsibilities.
- Identify staff training requirements.
- Identify specific evacuation routes and refuge areas where appropriate.
- Identify specific evacuation procedures.

All persons involved in this plan must be aware of the details and their individual responsibilities within this. It is the responsibility of the SV Fire Warden to ensure the appropriateness of arrangements in place and to provide assurance in this respect through the Fire Safety Risk Assessment process. It is the responsibility of the staff member's and/or the visitor's key contact to notify the Fire Warden and complete the 'Personal Emergency Evacuation Plan' situated at the below:

C:\Scottish Volleyball Association\Company - Documents\Administration\General Office\Health & Safety

The completed PEEP will be maintained by the individual's line manager and/or nominated SV point of contact and reviewed at least annually to ensure that the most up-to-date information is available. Further reviews will be undertaken where there is a change in the person's health, a change in procedures or an alteration of the premises.

Associated training should be logged on the site-specific Fire Safety Training Plan maintained by the Office Manager.

Fire Fighting Equipment

SV does not expect you to tackle fires personally and recommend that you raise the alarm and evacuate, as personal safety should be your first consideration.

However, a sufficient and suitable provision of firefighting equipment (e.g. extinguishers) are in place in each building/site. The following are accessible at the SV offices:

- NB: H20 (Water) Extinguishers must not be used on electrical apparatus. All other types of extinguishers can be used on anything. You can consult with designated Fire Wardens if unsure of the uses of various extinguishers.
- CO_2 extinguishers are only for electrical fires and will extinguisher more effectively and may allow the equipment to be saved.

Property and Design and Development – Please refer to University's procedures

All property design and development activity must conform to the relevant regulations and codes of practice. It is essential that appropriate records, drawings and building plans are maintained and available for inspection in order to demonstrate compliance. In addition, where possible fire-retardant furnishings, textiles, fixtures and fittings will be provided and maintained.

Property & Plant Maintenance – Please refer to University's procedures

Building maintenance plans must be in place for all buildings which describe the range of safety and maintenance checks in place. It is essential that appropriate records are maintained and available for inspection in order to demonstrate compliance with all applicable regulations and codes of practice. It is the responsibility of the University contact to ensure these documents are maintained and made available on request.

Good Housekeeping

There are a number of areas where you can contribute to fire safety through good housekeeping, some examples are:

- Electrical Equipment – Please ensure that you switch off and unplug (where possible) any electrical equipment used prior to leaving the office. Particular attention should be paid to mobile phone chargers. If you must use heaters, please ensure that these have thermostats, adequate airflow and are not placed near flammable material. Do not overload electrical sockets and refrain from placing liquids on or near electrical equipment. Personal electrical equipment must not be used on University's premises.
- Clear Desk – Please ensure your desk space is clear and tidy when you are finished. File away any documentation that must be kept and dispose of any you no longer need by disposing in the appropriate container provided.
- Storage – Please ensure that the storage facilities used are appropriate, e.g. be aware of any flammable materials.
- Clear Walkways – Please ensure that walkways and doorways are kept clear at all times with nothing to be placed at fire exits at any time.
- Doors – if you are not in your office doors should be closed at all times to limit the spread of fire.
- Hazards – please report any hazards or potential hazards to reception, e.g. faulty electrical equipment of frayed cables/wiring.

Record Keeping

Comprehensive, accurate and current records require to be kept to provide assurance and evidence of adherence to this policy. These are maintained locally and include:

- Fire safety risk assessment – annual.
- Fire alarm system maintenance.
- Fire alarm system testing.
- Emergency evacuation procedure testing / fire drills.
- Portable Appliance Testing.
- Fire drill register (including any key learning and action points).
- Fire warden training register.
- Adverse incident /risk reporting register / forms.

The above records, and other pan estate registers must be provided to the local Fire and Rescue Service on request in line with their role as Enforcing Authority. The responsibility of this sits with the University of Edinburgh, however it is good practice to have as much of this information available if possible.

Training and Communication

All Staff

In order to ensure all staff are aware of the details of the Fire Safety section of the Health and Safety Toolkit and their individual roles and responsibilities in its delivery, it is intended that a copy is provided to all staff at induction stage. All staff will be asked to sign a document to provide a record that they have received, read, and understood the contents of the Toolkit.

All staff will be involved in fire drills, and these will be recorded in the site documentation.

The Health and Safety Toolkit will also be made available electronically to every member of staff.

Individual Roles

The training requirements for the role of Fire Wardens will be provided for onsite by the University of Edinburgh.

Any ad hoc training related to fire safety, e.g. the use of the evacuchair, will be arranged by the University of Edinburgh.

All training will be documented in the Fire Safety site specific training plan.

Notices to be Displayed in Each Site

There are a number of notices which require to be displayed at each site and office. It is the responsibility of the Edinburgh University Fire Safety Unit to ensure the following are displayed in appropriate locations/areas:

- Muster points.
- Firefighting equipment.
- Exit signage.

Updates to the Toolkit / Ongoing Communication

The most up to date version of the Fire Safety Policy will be available to all staff electronically. Any minor updates will be communicated to staff by e-mail. Significant changes will be the subject of team briefings and a record of attendance will be maintained. The CEO/Fire Wardens ensure that the Fire Safety section of the Health and Safety Toolkit is maintained in line with associated current legislation and regulations.

The fire safety risk assessment is the key measure in the control and review of fire safety measures.

In addition, the policy and guidance are kept under regular review by the University of Edinburgh Fire Safety Unit, and SV's Fire Warden.

Section 4.5 – First Aid Policy

Introduction

SV regards the health and safety of its staff and visitors and the security of its assets as an integral part of its business and as a management priority.

The Health and Safety (First-Aid) Regulations 1981 puts a duty on all employers to provide adequate first aid for their employees and to inform them of arrangements. Details of what the Health and Safety Executive considers to be adequate are given in their Approved Code of Practice on First Aid. Although the Approved Code is not actually a law, it has a special status under the Health and Safety at Work Act 1974 and the organisation is required to demonstrate that our system is as good as the Approved Code or better.

The purpose of this policy is to ensure appropriate arrangements are in place to support the provision of first aid to staff, contractors, and visitors to the SV premises.

Policy

SV is committed to providing sufficient numbers of personnel to deal with accidents and injuries occurring at work.

SV will ensure that statutory requirements and the needs of the organisation are met.

SV will provide and maintain appropriate equipment and supplies to enable first aid provision.

Roles and Responsibilities

All Staff

Staff are asked to familiarise yourself with the first aid provision.

Staff are also asked to familiarise yourself with the first aid provision when working in other sites and/or partner organisations.

First Aiders

In order to fulfil the obligations of the Health and Safety at Work Act, SV is required to appoint a person to take charge of the situation relating to an injured or ill employee who will need help from a medical practitioner or nurse, and of such equipment and facilities as are adequate.

The names of the colleagues currently appropriately qualified are below:

- Within SV Office space: Simon Epps (Office Manager)
- When working externally: Blair Pettigrew (RDO West)

First aiders receive ongoing training at regular intervals as prescribed by the Health and Safety at Work Act.

First Aid Equipment

SV provides first aid equipment appropriate to the number of staff on site in line with the requirements of the Health and Safety at Work Act.

The site has a first aid box/store stocked in line with the requirements of the Health and Safety at Work Act and is clearly signed. The current location of this is in the administration office.

The first aid boxes do not contain drugs or creams and first aiders are not qualified to dispense drugs or diagnose conditions. The contents are maintained by the office manager and checked during the routine workplace risk assessments.

Compliance

Staff who do not support this who do not support these policies and procedures may be subject to disciplinary action.

Communication

The policy will be made available electronically to every member of staff as part of the Health and Safety Toolkit. Any changes to the policy will be notified to staff electronically.

Review

The policy will be reviewed formally every two years to reflect any changes in legislation.

The policy will be maintained by the Office Manager and any queries relating to its application or development should be so directed.

Section 4.6 – Blood Borne Viruses Policy

Purpose

SV regards the health and safety of its staff and visitors and the security of its assets as an integral part of its business and as a management priority.

SV recognises that you may be concerned about the risks associated with blood borne viruses.

The purpose of this policy is to ensure appropriate arrangements are in place to minimise the risks associated with blood borne viruses.

Policy

SV is committed to minimising these risks and putting in place any control measures necessary to protect our staff and visitors.

We will train or provide suitable extra information to staff who treat injuries in how to protect themselves against blood-borne diseases and will provide them with well-maintained protective equipment. Disposable gloves and a protective resuscitation should be kept close at hand at all times (i.e. in the workplace first aid kit).

Since our workplace is generally low risk and there is no significant risk of contracting blood-borne diseases in our everyday work situations, the regular workplace risk assessment activity will monitor the control environment and the advice provided to staff.

Staff suffering from any blood borne virus will not be treated differently from any other employee and this information will be kept confidential.

Roles and Responsibilities

All Staff

In order to minimise the risk of exposure you are asked to follow the procedures below:

- Keep all wounds covered.

- If there is a spillage of blood, do not touch the blood. Contact the University of Edinburgh reception/cleaning staff for assistance.
- For treating injuries, please refer to the first aid policy.
- In the event that no first aider is available in the SV office, staff at the University of Edinburgh Pleasance Gym Complex may be contacted.

If you suffer from any blood borne virus, you are encouraged to make this known to your line manager and/or HR colleagues and to take assurance from the policy statement that this information will be kept confidential.

Compliance

Staff who do not support this who do not support these policies and procedures may be subject to disciplinary action.

Communication

The policy will be made available electronically to every member of staff as part of the Health and Safety Toolkit. Any changes to the policy will be notified to staff electronically.

Review

The policy will be reviewed formally every two years to reflect any changes in legislation.

The policy will be maintained by the Office Manager and any queries relating to its application or development should be so directed.

Section 4.7 – Maintaining a Safe Environment

Introduction

The Health and Safety at Work Act makes it clear that the responsibility for maintaining safe working standards is the duty of each and every individual employee. Consequently, you are asked to note and adhere to these general points which will help to maintain safe working conditions for all colleagues and visitors.

Procedures to be Followed

Chemical

- Manufacturers' instructions and warnings on cleaning fluids, aerosols, and all such substances used at work must be read and adhered to. Many of those items are inflammable. Some, particularly spray containers, are injurious to eyes and cause skin rashes; some are injurious, some poisonous if inhaled.
- Caps to containers should be replaced, securing immediately after use.

Corridors

- There should be free access in corridors, stairways and lifts to ensure safe entry and exit.
- Nothing may be left in corridors other than fire extinguishers.

Doors

- Doors to cupboards and storerooms must be closed securely.
- When passing through doors ensure that no one else is near enough to be struck by them.
- Glass panels must not be obscured.

Electrical Equipment

- No electrical equipment or appliance may be used on SV premises other than those supplied by SV.
- All equipment must be Portable Appliance Tested (PAT).
- All electrically powered equipment should, where possible and practicable, be switched off when not in use and plugs removed from sockets.
- Care must be taken to ensure that long hair, jewellery, and items of clothing are not allowed to get near the moving parts of any machine.
- All machinery must be used properly, in accordance with the manufacturers' manuals.
- Protective guards on guillotines and all other machines must be kept in place.
- Cables must be positioned so that your feet do not catch them under desks and to ensure that colleagues/visitors cannot trip over them.

Good Housekeeping

- Clear Desk Policy – Please ensure your desk space is clear and tidy when you are finished. File away any documentation that must be kept and dispose of any you no longer need by shredding the confidential waste or placing in the recycling bins provided. This benefits the general office outlook as well as the happiness of co-workers.
- Waste Disposal – There is a waste recycling bin on the premises, and you are asked to use this.

Lifting/Climbing

You must not lift, carry or move anything heavy enough to injure yourself. If you have to climb, use a proper step stool or step ladder.

For more information, please refer to the Manual Handling Policy below.

Printing

You are asked to collect any printed documentation immediately to ensure the office space remains tidy (in addition to retaining confidentiality of information).

Reporting of Faults/Required Repairs

- All faults noted or repairs required should be reported as risks through the Adverse Incident / Risk Reporting procedure outlined above.
- Examples include electrical equipment, furnishings such as carpets and floorings in a dangerous condition, failures in power and water supplies, the misuse of any facilities provided, or anything which appears to present a hazard. You should not attempt to repair electrical equipment.

Smoking

Smoking is not permitted in the SV premises – please see No Smoking Policy in the SV handbook.

Storage

- Equipment or materials which may prove an accident risk must be stored appropriately.
- You should store documentation/materials in filing cabinets as per their intended usage since the stress imposed on drawers through incorrect storage makes for very poor operation and ultimate breakdown which may lead to accidents.
- Only one drawer of a filing cabinet or desk should be open at any one time and should be closed immediately after use.
- If packages etc., have to be stacked on top of cupboards, ensure that they are stacked safely - heaviest at bottom. Nothing should extend beyond the edges of the cupboard on which it is placed.
- Stocks of inflammable items must be kept to a minimum in all room and containers, when not in use, must be stored in a locked metal cupboard or cabinet away from heat or direct sunlight.

Section 4.8 – Manual Handling Policy

Introduction

In recognition of the pain and discomfort related with injuries caused by poor manual handling, it is essential that good practice is followed whenever there is a need for manual handling, i.e. lifting, lowering, pushing, pulling or carrying.

The Manual Handling Operations Regulations, as amended in 2002, apply to those activities listed above.

Policy Statement

It is the position of SV to seek to avoid the need for hazardous manual handling, so far as is reasonably practicable.

If hazardous manual handling cannot be avoided, SV will assess the risk of injury of such activity and put in place mitigating actions to reduce this risk such as use of flammable fuels such as diesel for generators at events. In these instances, a risk assessment should be put in place to mitigate the danger.

Roles and Responsibilities

All Staff

The Manual Handling Operations Regulations, as amended in 2002, outline duties on you to:

- Follow appropriate systems of work laid down for your safety.
- Make proper use of any safety equipment provided.
- Co-operate with SV on health and safety matters generally.
- Inform your line manager of any hazardous handling activities.

🌀 Ensure that your activities do not put others at risk.

Risk Assessment and Safety Measures

The SV workplace risk assessment provides the framework for the management of issues associated with manual handling and should take account of the undernoted risks and potential mitigating actions.

Problems to look for when making an assessment	Ways of reducing the risk of injury
The tasks, do they involve: • holding loads away from the body? • twisting, stooping or reaching upwards? • large vertical movement? • long carrying distances? • strenuous pushing or pulling? • repetitive handling? • insufficient rest or recovery time? • a work rate imposed by a process?	Can you: • use a lifting aid? • improve workplace layout to improve efficiency? • reduce the amount of twisting and stooping? • avoid lifting from floor level or above shoulder height, especially heavy loads? • Avoid repetitive handling? • vary the work, allowing one set of muscles to rest while another is used? • push rather than pull?
The loads, are they: • heavy, bulky or unwieldy? • difficult to grasp? • unstable or likely to move unpredictably (e.g. animals)? • harmful, e.g. sharp or hot? • awkwardly stacked? • too large to see over?	Can you make the load: • lighter or less bulky? • easier to grasp? • more stable? • less damaging to holder? • if sourced elsewhere, have you asked the supplier to help, e.g. by supplying in smaller packages?
The working environment, are there: • constraints on posture? • bumpy, obstructed or slippery floors? • variations in level? • hot/cold/humid conditions? • gusts of wind or other strong air movements? • poor lighting conditions?	Can you: • remove obstructions to free movement? • provide better flooring? • avoid steps and steep ramps? • prevent extremes of hot or cold? • Improve lighting? • ensure your employees' clothing and footwear is suitable for their work?
Individual capacity – does the job: • require unusual capability, e.g. above-average strength or agility? • endanger those with a health problem or learning/physical disability? • endanger pregnant women? • call for special information or training?	Can you: • pay particular attention to those who have a physical weakness? • take extra care of pregnant workers? • give your employees more information, e.g. about the range of tasks they are likely to face? • provide more training?

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Handling aids and equipment:	Can you:
• is the device the correct type for the job? • is it well maintained? • are the wheels on the device suited to the floor surface? • do the wheels run freely? • is the handle height between the waist and shoulders? • are the handle grips in good order and comfortable? • are there any brakes? If so, do they work?	• provide equipment that is more suitable for the task? • carry out planned preventative maintenance to prevent problems? • change the wheels, tyres and/or flooring so that equipment moves easily? • provide better handles and handle grips? • make the brakes easier to use, reliable and effective?
Work organisation factors:	Can you:
• is the work repetitive or boring? • is work machine or system-paced? • do workers feel the demands of the work are excessive? • have workers little control of the work and working methods? • is there poor communication between managers and employees?	• change tasks to reduce the monotony? • make more use of workers' skills? • make workloads and deadlines more achievable? • encourage good communication and teamwork? • Involve workers in decisions? • provide better training and information?

Further information and guidance is available from the Health and Safety Executive Short Guide – Getting to Grips with Manual Handling and can be downloaded from https://www.hse.gov.uk/pubns/priced/l23.pdf

Compliance

Staff who do not support this who do not support these policies and procedures may be subject to disciplinary action.

Communication

The policy will be made available electronically to every member of staff as part of the Health and Safety Toolkit. Any changes to the policy will be notified to staff electronically.

Review

The policy will be reviewed formally every two years to reflect any changes in legislation.

The policy will be maintained by the Office Manager and any queries relating to its application or development should be so directed.

Section 4.9 – Counter Terrorist Protective Security Policy

Purpose

SV regards the health and safety of its staff and visitors and the security of its assets as an integral part of its business and as a management priority.

The purpose of this policy is to ensure that SV is equipped to respond to the threat of terrorist activity at various Government Response Levels and the requirements of the Counter-Terrorist Protective Security Manual as follows:

Threat Level	Definition of Attack	SV Response Level
Low	Highly Unlikely	Normal
Moderate	Possible but not likely	Normal
Substantial	Likely	Heightened
Severe	Highly likely	Heightened
Critical	Highly likely in the near future	Exceptional

- Low - an attack is highly unlikely.
- Moderate - an attack is possible but not likely.
- Substantial - an attack is likely.
- Severe - an attack is highly likely.
- Critical - an attack is highly likely in the near future.

Policy Statement

SV policy is to ensure that appropriate protective security measures are in place which take account of all three response levels (normal, heightened, and exceptional).

It is the policy of SV to invoke the Business Continuity Plan at Heightened or Exceptional response levels. This will support the delivery of the protective security measures in place.

Protective Security Measures

Normal

The organisation will continue their business as usual with the understanding that there will be an increase in communication during this time.

Heightened

In addition to the above arrangements, the following measures will be implemented as a minimum during this response level:

- Physical: screening of incoming mail for suspicious packages, increased workplace assessments.
- Personnel: access controls to be augmented by vehicle/personal entry checks and these to be more visible.

- 🌀 Information: increased audit of ICT systems to highlight any unauthorised access or attempts at unauthorised access.

Exceptional

In addition to the above arrangements the following measures will be implemented as a minimum during this response level:

- 🌀 Physical: workplace search procedures to be implemented on a daily basis, off-site mail screening to be undertaken, access controls to be augmented by vehicle/personal entry checks and these to be more visible.
- 🌀 Personnel: all staff and visitors may be subject to search. Entry to premises may be refused to those without prior authorisation. Staff travel arrangements/requirements to be reviewed and consideration given to stopping all but absolutely essential travel.
- 🌀 Information: application of daily ICT system audits to be implemented.

Evacuation Procedures

Roles and Responsibilities

Assigned lead officers (Fire Wardens) will be responsible for leading any required evacuation of premises. Given that it is anticipated that any evacuation will follow the same procedures as those in place for fire safety, it is viewed appropriate that Fire Wardens carry out this function.

Lead officers in each site are required to undertake a specific security risk assessment during each evacuation, e.g. threat of vehicle bombs, rocket attacks, etc., to ensure that the risk to staff and property is minimised, e.g. change of muster points.

Evacuation Arrangements

Again, it is anticipated that these will largely follow fire safety arrangements, however, increased vigilance is required to ensure that any threat of attack or further attack is mitigated (e.g. if in response to a bomb threat ensure staff are directed away from any area identified by caller).

Efforts should be made to secure the premises prior to the arrival of the emergency services; however, this must not be to the detriment of the personal safety of any member of staff or visitors to SV.

Re-Occupation Arrangements

Following any evacuation as a consequence of terrorist threat or attack, the approval of the emergency services must be given prior to any re-entry to the SV premises.

Response to Specific Threats

A risk assessment of the activities of SV has identified a number of specific threat areas. The following seeks to provide advice in response to these.

Receipt of Suspicious Letter / Package

Potential Characteristics of a Suspicious Letter or Package

To determine if the letter/package is suspicious, check to see if it has one or more of the following characteristics:

- Not addressed to anyone in particular, or it is addressed to someone who no longer works at the address.
- Label is handwritten or poorly typed – it may contain typos, misspellings, and incorrect information.
- There is no return address or a strange return address.
- Says things like "to be opened in the privacy of", "do not x-ray", "prize enclosed".
- There is more postage on the letter/package than necessary, or no postage at all.
- Hand-delivered by someone who is not an official mail carrier.
- Unusually heavy for its size.
- Has a strange shape or is lopsided.
- There is an unusual amount of tape on it.
- Smells funny, is leaking, is a strange colour or has oily stains.
- There is a strange powder on the outside.
- Has writing you do not understand on it.
- Wrapped in string.
- You received a phone call from an unknown person asking if the package/letter was received.

If you have determined that the letter/package is suspicious, here is what you should do with immediate effect:

- Put it down immediately and carefully – place it on a stable surface, e.g. table or floor.
- Cover it with a bin or plastic bag.
- Call 999, ask for the police, and advise of what you have encountered.
- Let others in the building know about the package and tell them to leave the area (this might best be achieved by following fire evacuation procedures).
- If you think you have been exposed to any dangerous materials that might be inside or on the package, wash your hands with soap and lukewarm water and try not to expose others to the materials.
- Remember details – make a list of all the people who were in the area or room where the letter/package was seen.

Bomb Threats

If you receive a bomb threat over the telephone, here are some questions you should ask the caller:

- Who are you?
- Where is the bomb right now?
- When is the bomb going to go off?
- What does it look like?
- What kind of bomb is it?
- Where are you calling from?
- Why did you place the bomb?

Try to keep the caller on the line and do your best to write down or record the conversation. You should also try to write down things like the caller's voice and any background noise. The more information you can pass the better.

After the caller hangs up, you should:

- Write down the exact time the call ended.
- Write down how long the call was.
- Call 999 immediately and act on advice given (this may require the evacuation procedure to be invoked).

Remember, a bomb threat might just be a prank but even if you think it might be you should always treat it as if it is real.

Communications and Media

The Business Continuity Planning arrangements include the development of a specific communications plan. This will ensure appropriate engagement with the media and other stakeholders such as concerned family and friends.

It is important during any critical incident that we are all mindful of the potential impact of casual comments.

Staff will not communicate with the media unless authorised by the CEO.

Compliance

In line with all SV policies, staff who do not support this policy may be subject to disciplinary action.

Communication

The policy will be made available electronically to every member of staff as part of the Health and Safety Toolkit.

Any changes to the policy will be notified to staff electronically.

Review

The policy will be reviewed formally every two years to reflect any changes in legislation or government guidance.

The policy will be maintained by the Office Manager and any queries relating to its application or development should be so directed.

Section 4.10 – Workplace Risk Assessments

Purpose

The intention of the workplace risk assessment is to support a consistent and comprehensive approach to identifying and correcting potential hazards in the offices of SV in order to ensure the health and wellbeing of staff and visitors.

Implementation

The workplace risk assessment should be undertaken on a regular basis by nominated, appropriately trained staff. It is intended that this is undertaken on a quarterly basis as a minimum although certain circumstance might require the frequency to be increased, e.g. during the physical development of a site.

A template has been developed for use across the organisation and this can be found at the following location of SharePoint:

C:\Scottish Volleyball Association\Company - Documents\Administration\General Office\Health & Safety

This should be completed following each assessment.

Section 5 – Communication

Introduction

In order to ensure all staff are aware of the details of the Health and Safety Toolkit and their individual roles and responsibilities in its delivery, a comprehensive communication plan is required.

Communication Plan

Each of the individual policies and guidance notes which make up the Health and Safety Policy Toolkit have provision for communication.

The Communication Plan will align to the Health and Safety Training Plan and include:

- The provision of hard copies as well as electronic filing of the Health and Safety Toolkit.
- Version control methods (including updates to policies and associated requirements).
- Ongoing reminders/refreshers.
- Notices to be displayed on site (minimum requirements are outlined below).

Roles and Responsibilities

It is the responsibility of the Office Manager to maintain the Health and Safety Toolkit as well as communication any changes made to relevant parties.

Notices to be Displayed in Each Site

There are a number of notices which require to be displayed at each site in order to meet the statutory requirements of the Health and Safety at Work Act and the provisions of the SV Health and Safety Toolkit.

It is the responsibility of the office manager in each site to ensure the following are displayed in appropriate locations/areas:

- Health & Safety Policy – dated and signed.
- Employers' Liability Insurance Certificate (TBC).
- Health & Safety Law Poster.
- Evacuation Procedures

Section 6 – Monitoring and Review

Introduction

In order to ensure that the requirements of the Health and Safety Toolkit are being implemented as described, a comprehensive process of monitoring and review is required.

Monitoring and Review

Each of the individual policies and guidance notes which make up the Health and Safety Policy Toolkit have provision for monitoring.

Risk Assessment

- Workplace Risk Assessments – Quarterly (including follow-up actions, related correspondence).
- Manual handling risk assessments.

Fire Safety

- Fire Evacuation Plans – site and personal.
- Fire Warden training records/certification.

Adverse Incidents

- Adverse Incident Report Log – up to date and properly completed.
- Accident Report Forms (internal) – providing details of any investigations/ reports/actions following accidents, etc.
- Accident Report Forms (external) - RIDDOR documentation.

Compliance

- Maintenance documentation for new equipment purchases – safety features, controls, instructions, etc.

First Aid

- First aid equipment listing.