

## APPENDIX 1 – SAFETY POLICY TEMPLATE

### Statement of General Policy:

Cambridge University Volleyball Club (CUVC) is strongly committed to encouraging our members to take part, whilst seeking to ensure that the health, well-being and safety of each individual is managed effectively and that the safety of all external parties is considered and managed.

### Safety Responsibilities and Arrangements:

| Responsibility                                                 | Officer Responsible                     | Specific Safety Arrangements                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>General oversight of club safety management</b>             | <b>Club President and Team Captains</b> | <p>Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.</p> <p>Create a safe environment by putting health and safety measures in place as identified by the assessment.</p> <p>Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness (as a minimum once per year at the AGM).</p>                                                                                               |
| <b>Clear communication with club members on safety matters</b> | <b>Club President</b>                   | <p>Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.</p> <p>Ensure that all members are aware of, understand and follow the club's health and safety policy.</p> <p>Ensure that club members are able to raise safety concerns.</p> <p>Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.</p> |
| <b>Effective continuous management of safety arrangements</b>  | <b>Club president</b>                   | <p>Appoint a competent club member to assist with health and safety responsibilities.</p>                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                                                     |                         | Review safety procedures, arrangements and information at committee meetings.                                                                                                                                                                                                                                                               |
| <b>Provide appropriate mitigation control measures for injuries</b> | <b>Team Captains</b>    | <p>Provide access to adequate first aid facilities, telephone and qualified first aider at all times.</p> <p>Report any injuries or accidents sustained during any club activity or incidents that may have led to injury/ill health whilst on the club premises to the Sports Service and investigate when necessary.</p>                  |
| <b>Uphold a culture that supports the safety policy</b>             | <b>All club members</b> | <p>Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.</p> <p>Co-operate with the club on health and safety issues.</p> <p>Correctly use all equipment provided by the club.</p> <p>Not interfere with or misuse anything provided for your health, safety or welfare.</p> |
| <b>Ensure that Equipment is safe</b>                                | <b>Club President</b>   | <p>Maintain equipment inventory.</p> <p>Ensure that statutory equipment inspections are carried out, and that pre-use inspections are carried out and recorded at least quarterly.</p> <p>Ensure that all damaged equipment is marked and or quarantined and disposed of as soon as possible.</p>                                           |

#### **CLUB HEALTH AND SAFETY OFFICER DETAILS:**

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Reviewed and amended on 14th of July 2026 by Jerry Yu