

EHA HEALTH & SAFETY POLICY

General policy statement

The EHA recognises and accepts its duties as an employer to ensure, in so far as is reasonably practicable and meets legal requirements, the health, safety and welfare at work of all its employees paid and unpaid volunteers. The EHA will aim to ensure that all reasonably practicable efforts are made to safeguard its visitors and will take appropriate steps to meet and maintain its responsibilities to comply fully with relevant legislation. The EHA will pay particular attention to:-

- Provision and maintenance of a safe and healthy working environment and equipment,
- Provision of sufficient information, instruction, training and supervision as is necessary to ensure the health and safety of employees and volunteers at work, and
- Arrangements for ensuring that all employees and volunteers understand their responsibility to adhere to the EHA's health and safety policy for their own welfare and that of others.

Organisation

The ultimate responsibility for Health and Safety rests with the EHA. The Chief Executive is responsible for managing and maintaining the policy, for reviewing it in accordance with legislation and good working practices and to implement changes and improvements as appropriate.

The EHA expects all employees to co-operate in seeking to achieve the standards of Health and Safety that the EHA requires. Employees must not take risks, which could affect their own or other persons' Health and Safety.

Arrangements

Suitable and sufficient assessment of the risks to Health and Safety will be undertaken. The purpose of such assessments is to identify the appropriate preventative and protective measures necessary to comply with any relevant statutory provision and to ensure the Health and Safety of employees and other persons affected by the EHA's activities.

Training

The EHA recognises the need for Health and Safety training to ensure that the employees are competent to carry out their work without risks to themselves or others. Such training will be provided at induction and periodically during the course of employment

Review

The effectiveness of this policy will be monitored and regularly reviewed, revised and developed in light of any legislative change and/or the needs of the EHA. All employees and volunteers will be advised of any changes.

This policy has been endorsed by the EHA Board and all employees are required to abide by it.

Stress policy

The EHA is committed to protecting the health, safety and welfare of its employees and recognises the importance of identifying and reducing factors which may lead to stress in the workplace.

The Health & Safety Executive defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be positive if managed correctly, and stress, which is detrimental to health.

It is the EHA policy to ensure as far as reasonably practicable that:

- no employee is subjected to a level of stress at work which is detrimental to their health,
- risk assessments are conducted and recommendations implemented to reduce stress and prevent its recurrence,
- if workplace stress does occur it is dealt with in a sensitive, confidential and timely manner,
- employees suffering from stress caused by external factors are treated sympathetically and encouraged to seek counselling or other help, and
- adequate resources are provided to enable managers to identify and alleviate sources of stress.

All managers are responsible for:

- conducting risk assessments within their jurisdiction and implementing recommendations,
- ensuring good communications between management and staff,
- ensuring that staff are adequately trained to fulfil their duties,
- ensuring that staff are given meaningful development opportunities wherever possible,
- monitoring workloads, working hours and overtime to ensure that staff are not overloaded,
- monitoring holidays to ensure that the full allocation is taken,
- being vigilant for indicators of stress such as reduction in performance and high levels of absence,
- consulting in a supportive manner with employees who may be affected by stress to find ways to alleviate the problem, and
- ensuring that bullying and harassment are not tolerated.

All employees are responsible for:

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- informing their manager immediately if they are suffering from stress, and
- alerting a manager if they believe that another employee may not be coping with conditions at work.

Stress-related absence

Employees have a duty to maintain contact with the EHA in all cases of absence from work, and managers have the right to contact the employee at reasonable intervals by telephone or letter, or to request a home visit. Where the absence is for stress-related reasons, the EHA recognises that such contact may on occasions increase the stress, and the employee may be asked to nominate a colleague, trade union representative or family member as an intermediary whom the EHA may contact on their behalf.