

ENGLAND NETBALL

	Health and Safety Policy	
	Responsible Officer	Group Finance Director
	Group Owner	Board
	Date Created / Modified	November 2025
	Version	2.4
	Review Date	November 2027
	Applicable for	This policy is mandatory. This policy applies to all those who work for England Netball whether full time or part time, self-employed, employed through an agency, contractors or volunteer.
	Summary	This policy sets out England Netball's commitments, roles, and responsibilities to ensuring England Netball is a safe environment and is operating in accordance with the Health and Safety at Work Act 1974.

Version Control:

Person Responsible	Version and summary of changes	Date
Group Finance Director	H&S Co-ordinator replaced with Health & Safety Committee. Reallocation of some responsibilities. Removal of Pandemic section.	November 2025

CONTENTS

1.	Purpose and Scope	2
2.	Responsibilities	3
3.	Health & Safety Commitments.....	5

1. Purpose and Scope

England Netball recognises that all its staff, temporary employees, volunteers, contractors, visitors and candidates are central to the delivery of our service and are committed to ensuring, so far as is reasonably practicable, the health, safety and wellbeing of those who work in our premises or may be affected by our activities.

All England Netball Association Ltd (England Netball) recognise as an employer we have a responsibility to ensure that all reasonable steps are taken to provide and maintain safe and healthy working conditions. Its employees also have a vital part to play in implementing the policy.

2. Responsibilities

CEO	Responsibility for health and safety ultimately lies with the CEO.
The Board The England Netball Board are responsible for setting the strategic direction for effective health and safety management. Health and safety performance will be reviewed by the Board at least once a year. Any changes to the health and safety policy will be endorsed by the Board.	- Ensure that the health and safety policy reflect the organisations current priorities, plans and targets. - Examine the reporting of risk management and health and safety systems made to the Board to ensure effectiveness; - Review the effect of all Board and management decisions in relation to health, safety and welfare and address any shortcomings. - Address any weakness in the systems which have been reviewed and communicate changes to all members of staff, temporary employees, volunteers, contractors, visitors and candidates. - Initiate any immediate action identified because of recommendations, changes in legislation, through accident reporting systems or at the request of the Health and Safety Executive.
The Executive Team Responsible for ensuring the implementation of the strategic direction as set out by the England Netball Board. The Executive Team will ensure that the health and safety policy is being adhered to and the employer's responsibilities laid out in the Health and Safety at Work Act 1974 and Management of Health Safety at Work Regulations 1999 are being complied with.	- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health; - Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances; - The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees; - So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks; - The provision and maintenance of a working environment for their employees that is, so far as is reasonably practicable, safe without risks to health and adequate as regards facilities and arrangements for their welfare at work.
Group Finance Director	The Group Finance Director is responsible for ensuring that managers with a day to day responsibility towards staff including volunteers, contractors and visitors are monitoring and assessing health and safety working practices and are fully aware of their health and safety duties as outlined in the England Netball Health and Safety Policy.
Health & Safety Committee The purpose of the Health & Safety Committee is to ensure the safety, health, and wellbeing of everyone involved in our sport—athletes, staff, members, volunteers, officials, and spectators—by promoting a proactive safety culture and ensuring	- Ensuring that the Health and Safety Policy is regularly reviewed and make recommendations to the Executive Team and subsequently England Netball Board which reflect any changes to the law or improvements. - Putting systems in place to ensure that all managers, staff including volunteers and contractors are aware of their responsibilities under the health and safety policy. - Investigation of accidents, dangerous occurrences and near hit incidents. The reporting of such matters to the enforcing authorities where appropriate and any improvements to safety standards if required.

compliance with all relevant legislation and best practices.	• Act as a point of contact for any member of staff who has a query or concern regarding the safety of the workplace. • Put in place systems to ensure that all risk assessments are reviewed and up-to-date.
Managers Responsible for External Functions	• The manager responsible for arranging external events has the responsibility, as far as is reasonably practicable, for the health and safety of staff including volunteers, athletes and contractors during these events. Managers will be responsible for carrying out a risk assessment and all relevant safety briefings at external functions. The managers should work with, and seek advice where appropriate, from the Group Finance Director and H&S consultants (where appropriate) prior to organising the external function. • All copies of risk assessments, any additional control measures as a result of the risk assessments should be uploaded to the Risk Assessment SharePoint location.
Managers Managers will aim to ensure, so far as is reasonably practicable, the health and safety at work of all their employees and those who may be affected by the actions or activities under their control. In practice this means ensuring risk assessments are completed prior to tasks being undertaken along with effective planning, organisation, control, monitoring and review of associated preventive and protective measures.	• All workplace inspections and assessment reviews are carried out and recorded as required by the policy arrangements. • Provisions are made for risk assessments for major events and overseas tours, utilising third party specialists where required. • They are responsible for prompt reporting and investigation of all relevant health, safety and wellbeing matters (work related ill health, fitness issues, safety events) in accordance with current procedures. Where appropriate advice should be sought from the England Netball Health and Safety Committee. • Health, safety and wellbeing performance should be closely monitored at local level. Any lessons to be learnt are identified and actively progressed in liaison with the England Netball Health and Safety Committee. • Each new employee or volunteer is given induction training to include the location of first aid boxes, fire exits and firefighting equipment. • Ensure that all staff and/or volunteers are aware of the England Netball Health and Safety Policy and their responsibilities for health and safety. Any updates or revisions are communicated to all staff and/or volunteers.
Employees & Volunteers All England Netball employees and volunteers have a key role in an effective health, safety and wellbeing culture. This can only be achieved through their commitment, involvement, co-operation and feedback regarding health, safety and wellbeing issues.	• Take reasonable care of their own health and safety and of other persons who may be affected by their acts or omissions. • Co-operate with England Netball by complying with the health and safety policy and arrangements. • Comply with England Netball safe systems of work as informed by standard operating procedures, risk assessment information and associated training. • Co-operate with England Netball, so far as is necessary to ensure that the England Netball Board and Executive Team are compliant with statutory obligations. • Not intentionally or recklessly interfering with, or misuse anything provided, in the interest of health and safety. • Immediately report any accidents or near miss occurrences in line with the England Netball reporting procedures. • Immediately report any damage or defects to premises, vehicles or equipment and any that is, or has become, unfit for purpose, ill-fitting or any loss.

3. Health & Safety Commitments

Commitment	Responsibility & Actions		Arrangements
To arrange and implement emergency procedures for any possible fire, First Aid or any other significant incidents and to protect employees mental and physical health.	Accident Reporting	• H&S Committee to keep records up to date and investigate accidents • Delivery staff to complete accident report form for Netball Events • First Aiders to complete accident report form for office incidents	• Accident resulting in more than minor injuries fully investigated. • Staff complete accident report form via Jotform for every incident. • All incidents recorded and reported as necessary
	Fire Safety	• Fire Marshals to ensure coordination of evacuations • Employees to follow all fire procedures at their place of work	• Evacuation plans and fire marshals in place for all England Netball environments • Access routes to be unobstructed • Fire Exits clearly marked • Agreements in place with other venues (delivery venues, regional offices) that they also have all of the above
	First Aid Arrangements	• Executive Support Manager to ensure equipment is available • First Aiders to ensure they are competent and have been trained as such • People Team to record a list of our first aiders	• First aid equipment kept at each office • Qualified England Netball first aider at each office location • Names of first aiders displayed on bulletin boards • Provide training for to staff in roles which are required to be a first aider • Provide refresher training every 3 years
	Mental Health First Aid	• Mental Health first aid champions to be available to staff if required	• Provided Mental Health first aid training for our MHFA champions • Aiming to create a positive support network within the organisation
To ensure that our procedures continue to provide a safe environment and safe equipment for all staff to perform their role.	Lone & Home Working	• Managers to ensure risk is assessed when staff are lone working • Managers to check in regularly to ensure home working conditions are suitable • IT Team to ensure correct home working equipment is delivered	• DSE risk assessment carried out when home working starts and should be completed yearly or sooner if required • Lone working risk assessment required to be completed by all new starters and will be reviewed by People Team • Managers to monitor home workers to ensure they have what is required

			Equipment provided to home workers if suggested after a DSE check
	Electrical Equipment	IT Support to ensure correct equipment is in use and that cables are out of sight at office locations IT Team to organise PAT Testing across the organisation	- PAT Testing to be completed when required (depending on the item and its life cycle) - Cables to not be visible to employees to reduce any risks
	Driving at Work	Finance Team to monitor correct driving documents are in place via Access Expense Manager to ensure driving at work risk assessment in completed Employees to report any accidents via accident report form	- Driving at work risk assessment in place to ensure there is no increased risk of an individual driving for work - Checks in place to ensure correct documentation is in order - Driving accidents to be reported via accident report form - Journeys over 2hrs in duration should be broken by a break
To provide adequate training to employees to ensure the employee is competent to perform their role while also keeping themselves, colleagues and other stakeholders safe	Health & Safety Training	People Team to administer and record online training Manager to give a H&S induction on their area of the business Employees are responsible for undertaking the training The Appointed Health & Safety Contractor is responsible for Major Events	- Online training modules and refresher training to be completed - H&S induction to be given to all new starters specific to their area of the business (office, delivery, events, performance) - Manual handling training to be provided where required via online training module. - For Major Events we appoint a Health & Safety contractor who oversees all elements of H&S on build days and also provides an online H+S briefing for all staff and volunteers
Provide extra safety steps for potentially more vulnerable employees, and visitors who may not be as aware of our health and safety procedures	Pregnant Workers	Manager to carry out risk assessment Employees responsible for informing managers when they are pregnant	- Risk assessment in place to ensure the safety of a pregnant member of staff - Suitable controls to be put in place if there is found to be a risk to either mother or baby
	Young Workers	Manager to undertake risk assessment for young workers (under 18 years old)	Risk assessments in compliance with The Management of Health & Safety at Work Regulations 1999 and the Health & Safety (Young Persons) Regulations 1997

		• Work Experience Placement risk assessments to be completed via Educational Institution Platform provided	
	Visitors & Contractors	• Employee welcoming them to the building to provide visitor with H&S information • Visitor to ensure they are following our policies and procedures	• Visitors to be informed of relevant H&S information when entering our premises by the person inviting them to our premises • Visitors held to the same H&S standards that all of our staff are when they are on our premises
To provide employees with training on various topics to ensure health and safety procedures can be followed as closely as possible.	Training	• Employees to complete mandatory training modules within the timeframes given	• The Learning Hub has been created to provide online training for employees on topics such as Fire safety, general health & safety, manual handling, accident reporting, mental health, and online safety. • The learning hub will set deadlines for topics to be completed but will also automatically set up refresher training.