

Fife Phantoms Netball Club

Health, Safety & Risk Assessment Policy



1. Policy Statement

Fife Phantoms Netball Club is committed to providing a safe, inclusive, and supportive environment for all members, volunteers, coaches, officials, and visitors. The Club recognises its duty of care to take all reasonable steps to protect people from harm, prevent avoidable accidents, and promote health and wellbeing during all activities, training sessions, matches, and events.

This policy sets out the Club's approach to health, safety, and risk management, and applies to all club activities, venues, equipment, and personnel.

2. Objectives

- To safeguard the welfare of all participants, coaches, volunteers, and spectators.
- To identify and manage risks associated with club activities.
- To provide clear responsibilities for health and safety within the Club.
- To comply with relevant legislation, including the Health and Safety at Work etc. Act 1974, and guidance from Netball Scotland.
- To ensure members understand the importance of shared responsibility in health and safety.

3. Responsibilities

- Club Committee: Holds overall responsibility for developing and updating the health and safety policy for the Club.
- Head Coach and Assistant Coaches: Responsible for ensuring training sessions and matches are conducted safely, equipment is checked, first aid provision is available, risk assessments, accident reporting, and ensuring procedures are implemented.
- Members and Participants: Expected to take reasonable care of their own safety and that of others, and to follow the Club's safety rules and instructions.

4. Health and Safety Procedures

4.1 Venue Safety

- All venues must be risk assessed before use.
- Fire exits, escape routes, smoke alarms, and extinguishers must be clearly identified.
- Venues must provide adequate lighting, ventilation, and space for activities.
- Toilet facilities and access to drinking water must be available.

4.2 Equipment Safety

- All netball posts, balls, bibs, and training aids must be inspected regularly.
- Electrical equipment (if used) must be visually checked before use.
- Any damaged or unsafe equipment must be removed immediately.

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4.3 Participant Safety and Welfare

- A qualified First Aider must be present at all training sessions, matches, and club events.
- An accident/incident book will be maintained, with all injuries recorded.
- Members must disclose any relevant medical conditions to coaches in confidence.
- The Club will ensure activities are age-appropriate and adapted for ability levels.

4.4 Fire Safety

- Fire exits must remain clear and accessible at all times.
- Evacuation procedures must be explained to members and visiting teams.

5. Risk Assessments

- A written risk assessment will be completed for all regular activities (e.g., training, matches, tournaments, social events).
- Risk assessments will consider:
 - The venue and its suitability.
 - The participants, including age, experience, and ability.
 - The equipment being used.
 - The activity and its inherent risks.
- Risk assessments will be reviewed annually or when circumstances change.

6. Training and Awareness

- All coaches and volunteers will receive appropriate training to ensure safe practice.
- At least one qualified First Aider will be available at all Club activities.
- Members will be made aware of safety procedures, including emergency contacts and evacuation routes.

7. Accidents and Emergencies

- In the event of an accident, the designated responsible person will take charge.
- First aid will be administered by a qualified individual.
- All incidents will be recorded in the accident book and, if necessary, reported to Netball Scotland and insurers.
- Emergency contact details for all members will be maintained securely.

8. Insurance

- As part of membership with Netball Scotland, the Club holds Public Liability Insurance and Personal Accident Insurance.
- Cover applies to training sessions, matches, tournaments, and sanctioned social events.

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9. Legal Framework

The Club acknowledges its duty of care and will operate in line with the Health and Safety at Work etc. Act 1974 and guidance from the Health and Safety Executive (HSE), ensuring that all reasonable precautions are taken to minimise risk.

10. Policy Review

This policy will be reviewed annually by the Club Committee or sooner if:

- There is a change in legislation.
- There is a significant incident or near-miss.
- Netball Scotland issues updated guidance.

Approved by Fife Phantoms Netball Club Committee:

Date: _____

Chairperson Signature: _____