



SOUTH BUCKINGHAMSHIRE NETBALL ASSOCIATION

COVID-19 OFFICER

Role Description

ROLE SUMMARY:

Responsible for leading the development of the County Management plan and Risk Assessment that includes COVID-19 risk mitigation.

To monitor how compliance is being observed within South Bucks Netball Association. Ensure all relevant guidance is communicated across the County.

ESTIMATED HOURS:

4-5 hours per week or as required

KEY TASKS:

- Be registered on Engage as County Covid Officer.
- Be aware of the latest England Netball guidance.
- Complete free training.
- Ensure liaison with relevant venue/s to understand any facility specific risk mitigation protocols.
- Lead the completion of the COVID-19 considered risk assessment
- Liaise with the committee, venues, clubs and leagues on risk mitigation protocols.
- Create a County Management Plan.
- Lead pre-activity risk mitigation briefings for all members.
- Ensure attendees are reminded of COVID-19 symptom checking protocols prior to any activity taking place.
- Ensure risk mitigation protocols including social distancing are being adhered to.
- Ensure registers of attendance are maintained and stored for 21 days, in line with your GDPR policy
- Ensure any positive cases of COVID-19 are reported to England Netball and any other relevant bodies, including any other current Government guidelines
- Continue to review the risk assessment and communicate any areas that require further risk mitigation.
- Be an advocate for netball

KNOWLEDGE & SKILLS:

- Interest in, and time to support netball return safely
- Organised with administration and planning
- Good communication skills.



- High levels of integrity and confidentiality
- Ability to have honest and challenging conversations where safety is the priority
- Ability to use internet and technology
- Minimum of 18 years old.
- Good decision-making skills
- To have appropriate confidentiality and handling of any sensitive of personal data in accordance with the EN Code of Conduct and Data Protection Policy
- A current member of England Netball, Netball South and South Buckinghamshire Netball Association.