



Role & Responsibilities of the Health & Safety Officer

The Club Health & Safety Officer is responsible to: The Club Committee through the Chair.

Role: Health and Safety Officer.

Purpose: To advise the club on the requirements, policies and procedures for all aspects of health and safety.

Commitment: 1 – 2 hours per week plus relevant committee meetings. 4 hours per week, plus time for various committee meetings.

Main Tasks:

- Assist the club to put in place policies and implementation plans for health and safety issues.
- Act as the first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety.
- Ensure all accidents are correctly reported in accordance with the British Canoeing guidelines.
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
- Keep up to date with the latest training requirements from British Canoeing.

Skills required?

- Organised and knowledgeable about Health & Safety.
- Able to do basic administration and maintain records.
- Good analytical skills with the ability to solve problems logically.
- Able to ensure policy and procedures are implemented effectively.
- Able to carry out risk assessments.