

Role & Responsibilities of the Club Safety Officer

This is a template role description for clubs to adapt for their specific needs/situation.

Role: Club Safety Officer

Responsible to: Club committee through the chairperson

Role purpose: To advise the club on the requirements, policies and procedures for all aspects of safety and Event organisation

Commitment: Approximately 3-4 hours per month, depending on the number and frequency of events plus relevant committee meetings

Main Tasks:

- Assist the club to put in place policies and implementation plans for managing safety at events.
- Act as the first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety within the club
- Ensure all accidents and incidents are correctly reported in accordance with British Canoeing guidelines, and help the club with trend analysis of near misses and accidents
- Ensure that club's safe systems of work are employed by maintaining up-to-date risk assessments and associated policies
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis

Skills required

- Organised and knowledgeable about good practice and safety management
- Able to do basic administration and maintain records
- Good analytical skills with the ability to solve problems logically
- Good communication skills
- Able to ensure policy and procedures are implemented effectively – attention to detail
- Able to carry out risk assessments

Training Required:

- British Canoeing Event Safety Module

Resources to assist in role:

- Running**sports** top tips 'Health and Safety for Volunteers'; 'Risk Assessment'
- Running**sports** guide 'Managing Events'
- Specific training course for Health & Safety
- Sports coach UK 'Safeguarding and Protecting Children'