

Role & Responsibilities of the Discipline Safety Officer

Role: Discipline Safety Officer

Responsible to: Discipline committee through the chairperson

Role purpose: To advise the discipline committee on the requirements, policies and procedures relating to the safety aspects of Event organisation

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

Main Tasks:

- Assist the committee to put in place policies and implementation plans for managing safety at events
- To undertake an assessment of event risk assessment and safety plans on behalf of the committee before authorising a Discipline Committee event to take place
- Ensure all accidents and incidents at events are correctly reported in accordance with British Canoeing guidelines, and encourage the committee to document and report for analysis near misses and accidents
- Ensure that the committee'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 communicator – able to explain to those involved in organising events the principles behind the safety training and how the event should be run in accordance with these principles
- Able to ensure policy and procedures are implemented effectively
- 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'