



# Trentham Canoe Club (TCC)

## Health and Safety Officer

Role Description

---

- Responsible to:** Club committee through the chairperson
- Role 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

### 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 BC guidelines
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments o Ensure confidentiality is maintained and information is only shared on a 'need to know' basis
- Keep up to date with the latest training requirements form 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 o Able to carry out risk assessments

### Review History

Date	Version	Activity	Lead
March 2018	V1		Graeme Haigh