**Basingstoke and Mid-Hants Athletic Club**

**Committee Posts**

**Role Profile**

**Committee role – Health and Safety Officer**

**Purpose of role:**

The Health and Safety Officer is responsible for overseeing the implementation of the Health and Safety Policy and ensuring all club members are effectively prioritising the health, safety and well-being of each individual.

**Key Tasks:**

* Develop and review the club’s health and safety policy in consultation with committee members.
* Support and actively encourage all coaches and club members in adhering to the health and safety policy/emergency procedures.
* Review and coordinate the provision of first aid training for club members. Monitor the level of first aid competence across the coaching groups to ensure optimum compliance where possible.
* Regularly review first aid equipment/resources and source appropriate replacements as necessary in consultation with the Treasurer.
* Oversee the requirements and logistics of first aid provision for off-track competitions following consultation with event organisers.
* Develop and communicate an effective incident reporting process to all club members.
* Identify and regularly review hazards and risks across the coaching group areas with emphasis on supporting club members in actively minimising potential hazards and communicating any concerns to the Health and Safety Officer.
* Share with the committee any significant health and safety issues and submit regular reports to the club committee with any recommendations for action or consideration.

January 2022