

BEDFORD AND COUNTY ATHLETICS CLUB

Role Description: Health & Safety Coordinator

The Health and Safety Coordinator is responsible for overseeing the implementation of the Health and Safety Policy and associated risk assessments

Responsibilities:

- Develop a Health and Safety Policy with the committee
- Implement the Health and Safety Policy by;
 - a. Managing hazards and removing/minimising/isolating hazards by carrying out risk assessments
 - b. Ensuring all club members and other involved parties are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures.
 - c. Sharing any major health and safety issues with the committee on a regular basis.
 - d. Reporting all incident and accident to UK Athletics
- Work with the Treasurer to develop a budget for implementing the Health and Safety Policy
- Oversee the implementation of the strategies in the Health and Safety Policy
- Submit regular reports to the club committee.

Person specification

It is desirable for a Club Health and Safety Coordinator to:

- Have an interest in health and safety
- Be friendly and approachable with the ability to communicate well with adults and children.
- Be thorough and pay attention to detail
- Have a good understanding of club policies and procedures.