



# 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 with the committee a Health and Safety Policy
- Implement the Health and Safety Policy by;
  - a. Manage hazards and remove/minimise/isolate hazards by carrying out risk assessments
  - b. Ensure 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. Share with the committee any major health and safety issues on a regular basis.



- d. Report all incident and accident to UK Athletics
- Work with the Treasurer and Committee to allocate funds 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/group committee.