



Congleton Amateur Swimming Club

Health and Safety Officer Role Description

Role Objectives:

The role of the Health and Safety Officer is to promote a positive health and safety culture within CASC. They are responsible for ensuring that the volunteers at the club comply with safety legislation and that safety policies and practices are adopted and adhered to.

Person Specification:

- Ability to conduct risk assessments and produce associated documentation
- Understand the need for “attention to detail” within a Health and Safety function
- Good communication skills, both verbal and written
- Good interpersonal skills with the ability to work with (and relate to) staff at all levels

Duties and Responsibilities:

- Liaise with pool and facility providers to ensure that all facilities used by the Club meet with Health & Safety requirements
- Ensure all equipment used by the club is maintained in a safe condition at all times
- Make sure all members are familiar with the location of the Club accidents/incident book and are aware of the need to complete appropriate entries
- Be aware of Pool Safety Operating Procedures and ensure that all teaching staff and officials are conversant with them
- Prepare a Risk Analysis for all club activities and consider how risks can be reduced;
- To investigate all matters relating to safety
- Advise Club Management Committee of any areas of concern regarding Health & Safety issues.
- Support and enforce the club’s policies
- Follow and promote the CASC Child Protection Policy.
- Making changes to working practices that are safe and comply with legislation;

Role Details:

- This is a voluntary role.

Times, days and location:

- As required by the club

Responsible to:

- The management committee