



TASK DESCRIPTION

HEALTH & SAFETY OFFICER

Name: AMANDA WADMAN

Responsible to: Stars Gym Club Management

Main Purpose of the role:

- To assist the club to put in place policies and implementation plans for health and safety issues

Additional roles:

- To be the first point of contact for club staff and volunteers, young people and parents for any issue concerning health and safety
- Ensure that all incidents are correctly reported and referred out in accordance with BG guidelines
- Ensure that a club-wide policy for health, safety and welfare is developed, coordinated and implemented
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments
- Ensure that all aspects of accident / incident reporting comply with BG policies
- Sit on the club management committee to advise on health, safety and welfare issues
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis

Skills required:

- Basic administration and record maintenance
- Good analytical skills with the ability to solve problems logically and make appropriate decisions
- Able to ensure policy and procedures are effectively implemented and maintained
- Prepared to make a regular time commitment

Signed Date