

The club health and safety officer

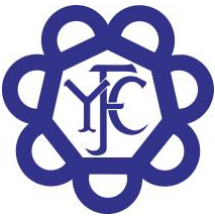
Role descriptor

As club health and safety officer...

You will be responsible for making sure your YFC is a safe environment for members to enjoy the full range of activities on offer and that all relevant health and safety laws are complied with.

Your responsibilities include:

- Carrying out risk assessments for all activities and events. This might include checking fire escapes are clear as well as for potential hazards, such as trailing wires or broken glass if playing outside, for example.
- Ensuring that all YFC personnel involved in a particular event are aware of their individual safety responsibilities, including the duty of care that members owe to themselves and to other members. Holding a safety briefing before the event.
- Talking to venue staff, county officers and staff to find out what others have done in the past. If a template risk assessment already exists, then use it.
- Working with the social events officer to ensure that all relevant requirements are in place before an event, such as bar licences, security and fire arrangements, music licences and food hygiene certificates.
- Ensuring that any club electrical equipment has a valid PAT certificate.
- Making sure that you have an up-to-date first aid box, accident book and a first aider present at meetings and on trips.
- Ensuring an attendance register is taken at the beginning of a meeting just in case the building needs to be evacuated and you have to do a role call. Making sure someone is designated to take the attendance book with them.
- Having access to a copy of the insurance policy, which will be useful when planning an event.
- Taking up training opportunities that will help you in our role.



Top tips for your role...

It's important to work with others to minimise risk, so that your YFC can continue to organise a diverse range of exciting activities. Here are a few things to try.

Get organised

Set up a basic filing system to store blank and completed risk assessment forms as well as relevant contact details, such as emergency numbers

Work with others

Involve other members and leaders to help you spot the hazards and take precautionary measures.

Planning

Take time to get to know your policy. Highlight any areas that you are unsure of and speak to your county office team about them.

Manage risk

Follow the five HSE steps to risk assessment. This is a simple way of making sure that you've minimised the risks.

Training

Jump at the chance to undertake health and safety training when it's on offer. This is a great opportunity for you to develop your skills.

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1.0	29.06.2021	NFYFC	Final document - for publication