



Basingstoke & Mid Hants Athletic Club Health & Safety Coordinator Role Description

In partnership with
ORIGINSAFETY

BASINGSTOKE & MID HANTS ATHLETIC CLUB

COMMITTEE ROLE – HEALTH & SAFETY COORDINATOR

PURPOSE OF ROLE

The Health and Safety Coordinator is responsible for overseeing the implementation of the club's Health & Safety Policy and wider Health & Safety Framework.

KEY TASKS:

- Support and actively promote the health, safety and well-being of club members, volunteers and other stakeholders.
- Develop and oversee implementation of the club's Health & Safety Framework.
- Develop the club's Health & Safety policy in consultation with the committee.
- Ensure club members and other involved parties are aware of, and know how to adhere to, the club's Health & Safety Policy and Emergency Procedures.
- Ensure the club's Coaches, Leaders, Officials, Event Organisers, Committee Members and other relevant stakeholders are aware of their specific Health & Safety responsibilities.
- Ensure hazards are identified and managed through risk assessments.
- Provide updates to the club committee on Health & Safety matters.
- Raise any significant Health & Safety issues, concerns or trends with the committee at the earliest opportunity.
- Work with the Treasurer to ensure sufficient budget is provided for implementing the Health & Safety Framework.
- Ensure suitable and sufficient First Aid equipment is available at Down Grange and appropriately maintained.
- Maintain the club's First Aid & Accident books, and review their entries on a nominally monthly basis.
- Report incidents and accidents to UK Athletics, via their online portal (<https://health-and-safety.myathletics.uk/>).
- Arrange PAT testing of the club's portable electrical equipment, on a nominally annual basis.
- Arrange fire extinguisher testing, on a nominally annual basis.
- Monitor the level of First Aid competence within the club, and coordinate First Aid training where deemed necessary.
- Review the Health & Safety Framework and underpinning documents on an annual basis.