



BRENTWOOD TRAMPOLINE CLUB

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The Club will pay the volunteer out of pocket expenses and provide suitable training as required.

The Club will also carry out adequate risk assessments and treat volunteers in accordance with its equal opportunities policy. Volunteers agree to follow the rules and policies of the Club and are requested to do their best to meet time commitments, giving adequate notice if this is not possible.

ROLE TITLE: HEALTH & SAFETY OFFICER
RESPONSIBLE TO: THE CLUB MANAGEMENT COMMITTEE / CHAIR
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

ROLE PURPOSE:

To assist the Club to put in place policies and implementation plans for health and safety issues.

MAIN TASKS ARE TO:

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

ESSENTIAL QUALIFICATIONS

- ✓ BG Club Management Awareness course

RECOMMENDED TRAINING

- ✓ BG Child Protection Implementation training
- ✓ A Club for All (equity training)