

DORKING BOWLING CLUB

JOB DESCRIPTION - HEALTH AND SAFETY OFFICER

The tasks and duties of the Club Health and Safety Officer include:

To draw to the attention of the Club Management Committee any risks and hazards, in accordance with the Club's Health and Safety Policy.

To provide and maintain a safe environment, safe systems and activities, safe equipment, and a healthy and safe operational environment.

To ensure that hazards are identified and to regularly undertake recorded risk assessments of the Club's premises, facilities and equipment and all activities undertaken.

To ensure the Club is taking appropriate preventative measures and mitigation of risks where possible.

To provide information and training as is necessary to ensure members and visitors are assured of a safe and healthy environment.

To promote the awareness of health and safety and encourage best practice throughout the Club's activities.

To ensure first aid facilities are available, including the Club's Defibrillator.

To record any injuries or accidents sustained during any club activity or whilst on the club premises.

Author: D Macklin