

**Role Description – Safety Officer**

The Safety Officer coordinates the first aid personnel and equipment at the club and maintains health and safety documentation.

Desirable Attributes:

The Safety Officer should be:

- Someone who is around the club during training and match days
- Organised with computer skills
- A regular email user
- Familiar with the club's emergency plans including evacuation
- Familiar with all relevant rules and policies e.g. Health and Safety Policy, Mouth Guard, Blood Rules etc

The Safety Officer needs to liaise with the team Coaches, Trainers, First Aid Representatives and reports to the Committee.

Specific duties include but are not limited to:

Tasks	Details
Ensure that each team, game has a nominated First Aid representative with Level 2 First Aid	<ul style="list-style-type: none"> • Take details of first aid representatives and sight certificates of currency. Develop a data base with contact details. • Roster First Aid Representatives for games where there is no suitable representative assigned to the team
Promote first aid courses	<ul style="list-style-type: none"> • Seek details of Level 2 First Aid Courses prior to the season and promote to members
Restock first aid supplies and check equipment and cleanliness of the treatment space	<ul style="list-style-type: none"> • Check that safety equipment is in good condition e.g. stretcher, padding. Ensure that fire extinguishers undergo their regular maintenance check. Check that the treatment area is clean and roster teams to clean this space after each match. Restock first aid kits, including ice packs and check that supplies are in date
Keep a track of first aid supplies required through the season	<ul style="list-style-type: none"> • Keep a book where first aid supplies used are noted. Undertake a regular check
Ensure that ground checks are undertaken at the start of match day	<ul style="list-style-type: none"> • Remind the team managers of the need to undertake a ground check prior to playing
Report any known hazards to the committee	<ul style="list-style-type: none"> • Be active in assessing the overall safety of the facility and ensuring that safety policies and procedures are adhered to including having a suitable evacuation procedure
Record Keeping	<ul style="list-style-type: none"> • Collect medical information at the commencement of the season and provide details to the relevant coach, team manager, first aid representative (NB that consent is required)
File Relevant Records	<ul style="list-style-type: none"> • Collect Injury Report Forms and retain for 7 years