

# Health & Safety Officer Role Descriptor for:



## PURPOSE

To ensure that the Disability Sport Glasgow operates in a manner that protects the safety and wellbeing of its members and staff.

## MAIN FUNCTIONS AND DUTIES

- Work in partnership with various venues to ensure they create a safe environment putting health and safety measures in place as
- Responsible for all safety equipment, resources and governance
- Compliance with up-to-date Health and Safety legislation
- Take responsibility for investigating Health & Safety issues which arise as a result of a DSG organised training session, event or competition
- To communicate Health and Safety information to the committee, members and staff
- Undertake risk assessments where required and to maintain records of documents
- Lead by example and take responsibility for the provision of relevant health and safety training for other volunteers, staff or committee members
- Ensure all athletes, coaches, volunteers and other members attending sessions understand & comply with the guidelines
- Ensure that all contact details of athletes, umpires and spectators are collected through an opt in Self-Declaration form which will be retained safely for 21 days and then disposed of in line with GDPR regulations.

## SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Ability to attend training sessions in person
- Ability to stay abreast of health and safety legislation
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## REQUIREMENTS

- Attend appropriate training
- Keep up to date with HSE, Governing Body & Scottish Government legislation and guidance
- Sign and adhere to the DSG Volunteer Code of Conduct

## TRAINING AND SUPPORT

- Health and Safety Awareness Training
- First Aid Training
- Risk Assessment Training

## TIME COMMITMENT

Time commitment can vary dependant on size of competitions, training sessions and events attending

## Document Control

Approved by: DSG Executive Committee

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