



Health and Safety Coordinator Role Outline

Responsible to

Committee

Role purpose

To oversee the club's health and safety responsibilities and ensure we meet our duty of care to members, volunteers, and visitors. The Health and Safety Coordinator plays a key role in implementing policies, managing risks, and promoting a safe environment for all club activities.

Responsibilities

- Help to ensure the club fulfils its responsibilities for the health and safety of its members
- Implement and regularly review the club's Health and Safety Policy
- Oversee the implementation of strategies outlined in the Health and Safety Policy
- Identify, assess, and manage hazards through regular risk assessments
- Ensure all club members and stakeholders are aware of health and safety procedures and guidance
- Act as the first point of contact for health and safety concerns
- Implement and maintain health and safety reporting and recording procedures
- Maintain up-to-date emergency contact information
- Report health and safety issues to the Committee on a regular basis
- Coordinate first aid training for coaches and volunteers
- Maintain first aid kits and oversee accident reporting
- Plan for handover or succession of the role
- Declare and manage any personal conflicts of interest

Key skills or qualifications

The key skills and qualifications listed are not essential requirements but are intended as a helpful guide to assess your suitability for the role, support and guidance will be provided. We work together as a team.

- Good organisational and communication skills
- Attention to detail and a proactive approach to problem-solving
- Basic understanding of health and safety principles and risk management

Essential resources

- [England Athletics Club Hub - Health and Safety Coordinator](#)
- [Health & Safety Policy](#)
- Risk assessments
- [Report an incident or concern | Blaydon Harrier & Athletics Club](#)
- [Guidance and support | Sport England](#)

Key contacts

- [England Athletics Club Support Manager](#)
- [Reporting a concern - England Athletics](#)