

REIGATE PRIORY BOWLING CLUB

Role Description

Role Title: **Health and Safety Officer**

General Description

To assist in the smooth running of Reigate Priory Bowling Club for the benefit of its members by ensuring that the club premises and all activities offer a safe and healthy environment for members and visitors alike.

Specific Duties

1. To be aware of all current Health and Safety laws and regulations relevant to the club and its premises.
2. To maintain and keep updated a Club Health and Safety manual.
3. To ensure that external contractors read and sign as having read and understood Club Health and Safety procedures before starting work at the club.
4. To ensure that all club members who undertake work at the club (maintenance staff, green management team, catering management etc) have been trained in the safe use of tools and equipment under their control, understand all relevant Health and Safety procedures, and have signed a certificate to that effect.
5. To ensure that all Fire Appliances are tested annually and certified fit for service.
6. To ensure that all portable electrical appliances are tested annually by a qualified person and are either certified fit for use and labelled accordingly or are removed from the premises.
7. To ensure that all statutorily required labels, signage and detectors (smoke and heat) are fitted, checked/tested regularly.
8. To ensure that a surprise fire evacuation procedure is carried out at least twice during the summer playing season.
9. To work closely with the Maintenance Manager, the Green Manager and the Catering Manager to resolve any conflicts that may arise between statutory requirements and club operations.
11. To bring to the attention of the Club Chairman any serious breaches of Health and Safety.
10. To liaise with medically qualified or trained club members to ensure that all medical first aid supplies are sufficient and meet recommended levels.
11. To ensure that all posters and notices required by law are displayed and their contents drawn to the attention of appropriate club members.
12. To adhere to all RPBC policies and procedures.

13. To ensure all illuminated EXIT signs are checked and tested regularly by a competent person.
14. To recognise the need to adhere to the General Data Protection Regulations 2018.

Other Duties

1. To undertake such other tasks as may reasonably be requested by the Club Chairman or Captains.
2. To raise awareness of best practice in Health and Safety matters amongst all club members so that they may gain maximum enjoyment from their membership in a safe environment.
3. To foster an interest in Health and Safety matters amongst Club members in order to provide a possible future succession group.

March 2019