

Role & Responsibilities

Event Safety Officer

ROLE TITLE: Event Safety Officer

ROLE INTRO: Event Safety Officer is responsible for overseeing the implementation of the Health and Safety Plan for events. The Event Safety Officer may chair a steering group prior to an event.

RESPONSIBLE TO: Chair, Committee and the members of the club

SKILLS REQUIRED: Ideally an Event Safety Officer is someone who:

- Can communicate effectively
- Is well organised
- Has a high level of attention to detail
- Has attended Event Safety training

MAIN DUTIES:

- Develop (as part of the club plan) in conjunction with the club committee, the club event safety procedures to ensure the management of event safety.
- Implement the Event Safety plan by;
 - Manage hazards and remove/minimise/isolate hazards using the Hazard Identification Checklist
 - Ensure all club members/management and other involved parties are aware of the Event Safety plan and how to adhere to the health and safety/emergency procedures.
 - Bring to the attention of the Chairperson any major health and safety issues on a regular basis
 - Report all major accidents to OSH (if required by law).
- Oversee the implementation of the strategies in the Event Safety plan.
- Submit regular reports to the club committee as appropriate.

TIME COMMITMENT: The estimated time commitment required as the Event Safety Officer is 6 hours per event..

SIGNATURE:

Event Safety Officer

Date