

**Safety and Risk Officer**

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| **Last reviewed on:**  | **Next review date:**  |
| **Reviewed by:**  | **Approved by:**  |

**Reports to:** General Committee, Teams & Coaches

**Purpose of the role**

The Safety & Risk Officer is there to maintain the health and safety documentation and managing the risk management for the players, supporters, officials, members, and visitors.

**Qualifications & Desirable Characteristics**

* Hold or willing to apply for current volunteer “Working with Children Check”
* Good communication skills and interpersonal skills
* Ability to review activities and facilities from risk minimisation
* Support to all members and visitors to the club
* Provide confidentiality on relevant matters
* Understanding of insurance policy

**Duties & Responsibilities**

* Create and maintain a Club Risk Management Plan providing information of all activities within the club.
* Provide an information session for new team members, coaches and officials with correct health and safety aspects of the club and processes.
* Ensure all club participants are aware of their responsibilities under the clubs Risk Management Plan.
* Be the first point of contact for all health and safety enquiries.
* Ensure playing, training and social facilities are continually monitored prior to each session to identify any possible risks that may occur.
* During the season, monitor all club activities to identify and minimise risks.
* Stay involved in the planning and development of new club social, sporting, and fundraising activities to prevent any unwanted risks.
* Review and update the club’s Risk Management Plan.

**Time Commitment:** 1-6 hours per week or as required