ROLE DESCRIPTION

ROLE TITLE: Safety Officer

PURPOSE: The role of the safety officer is to help the team to make sure that the venture runs safely. Health and safety is everyone's responsibility and the important thing is to help the whole team to do it well.

BEFORE THE VENTURE STARTS

- Ensure that the existing risk assessments are easily available to the team and clearly labelled.
- Make sure that the team are aware that they should be using risk assessments for all activities.
- Make sure that the whole team are aware of important information such as the fire assembly point.
- Check the site for any foreseeable hazards e.g. trip hazards on major thoroughfares, exposed cables, fire exits should be unlocked and clear of obstruction.

DURING THE VENTURE

- Continually encourage leaders who are running activities to consult and update risk assessments or, if one does not already exist, write it. The risk assessment should be consulted every time an activity is run.
- Support leaders in writing risk assessments.
- Be aware of and frequently remind leaders of important safety advice e.g. provide sunscreen and water at outdoor activities during the summer, make sure that first aid kits are available at sporting activities
- Support the overall leaders in the fire drill, checking that all dorms have all leaders and members present at the assembly point.
- Support the overall leaders in a fire alarm situation, again ensuring that everyone is present at the assembly point.
- Liaise with the first aid team and make sure that any hazards revealed by accidents are dealt with.

AT THE END OF THE VENTURE

- Make sure that any updates which have been made to risk assessments during the week are saved and/or filed for the next house party.
- Feed back any concerns which have arisen during the week to the overall leaders.

KEY DOCUMENTS

Documents available at danehillventures.co.uk/safety-officer

- Ventures Safety Officers Handbook
- Risk Assessment File – paper copies and online

danehillventures.co.uk/leaders