COMMITTEE ROLE DESCRIPTION - HEALTH AND SAFETY OR FACILITIES OFFICER

ENGLAND HOCKEY

HEALTH AND SAFETY OR FACILITIES OFFICER

Role purpose

The Health and Safety or Facilities Officer supports the Club in maintaining safe activities, equipment and premises.

The Committee retains collective responsibility for health and safety oversight.

Accountable to

The Committee.

Key responsibilities

The role holder will:

- Support the implementation of the Club's Health and Safety Policy.
- Coordinate or review risk assessments.
- Maintain the Club's Emergency Action Plan.
- Ensure that venue-specific emergency information is available.
- Monitor first-aid arrangements and equipment.
- Coordinate accident, incident and near-miss reporting.
- Ensure relevant accidents and injuries are reported to England Hockey where required.
- Review patterns or recurring risks.
- Support equipment inspections and maintenance records.
- Support facility checks and defect reporting.
- Liaise with venue operators, landlords or contractors.
- Ensure that fire and emergency procedures are understood.
- Support event-specific safety planning.
- Monitor relevant insurance and inspection requirements.
- Advise the Committee of significant health and safety risks.
- Recommend corrective action where hazards or control weaknesses are identified.
- Follow relevant England Hockey health and safety, injury reporting and concussion guidance.

Skills and attributes

The role holder should demonstrate:

- A practical and proportionate approach to risk.
- Good organisation and record-keeping.
- Confidence in raising safety concerns.
- The ability to communicate instructions clearly.
- An understanding of the Club's activities and facilities.

Formal health and safety qualifications may be desirable for larger or facility-owning clubs but are not always essential.

Estimated time commitment

Approximately [insert number] hours per month.

Appointment, Term of Office and Review

Each role holder will be appointed or elected in accordance with the Club's governing document.

The normal term of office will be [insert term], subject to any limits set out in the governing document.

Role holders may be required to:

- Complete an application or nomination process.
- Declare conflicts of interest.
- Sign the Committee Code of Conduct.
- Complete relevant induction and training.
- Undertake a DBS check where the role is eligible and required.
- Complete registration or approval processes required by England Hockey.
- Participate in an annual role review.

Role descriptions should be reviewed:

- At least every [two/three] years.
- Following a change to the governing document.
- Where responsibilities significantly change.
- Following a serious incident or governance review.
- When required by England Hockey.

Handover Requirements

At the end of a term, each role holder should provide an appropriate handover, including:

- Current priorities and outstanding actions.
- Relevant records and documents.
- Account access and passwords using a secure process.
- Contact details for key stakeholders.
- Upcoming deadlines.
- Known risks or unresolved matters.
- England Hockey submissions, registrations or actions that remain outstanding.
- Equipment, keys or assets held on behalf of the Club.

No outgoing role holder should retain Club records, personal data, passwords or property after their authority has ended.