



Health and Safety and First Aid Coordinator

As with any area where people get together for recreation, an athletics club will always have its own hazards. It is the *health and safety coordinator's* role to minimise the risk to all people involved in the club, whether athlete, coach, volunteer or official. You'll probably be something of an unsung hero, but if you do it well, you'll be helping save unnecessary injury, expense and harm. Y

As the *first aid coordinator* you will be responsible to attend and record any accidents and injuries that may occur at club training or at a competition. Thanks to you there will always be trained people to assist members that may suffer injury and the correct equipment is available at all times. More importantly you will ensure processes are in place to deal with any incident no matter the severity.

Ideally, you'll need to be:

- Knowledgeable about health and safety issues;
- A trusted and competent adviser;
- Up to date with the latest health and safety thinking and legislation (or willingness to learn);
- Experience of organising health and safety training you identify for the club (or willingness to learn);
- Good at communication.
- An experienced first aider;
- Well-organised;
- Empathetic;
- Enthusiastic and dedicated to the club.

What you will do:

- Oversee the club's risk assessments – in particular review risk assessment of all activities to work out the first aid cover is needed;
- Recommend training to make sure there are enough skilled volunteers to cover the club's first aid requirements;
- Make sure the right people are trained and up to date with their first aid qualifications;
- Correspond with first aid and other medical support providers for any events that your club organise;
- Write and publish to all members the club emergency procedures;
- Make sure first aid equipment and kits are suitable and available when needed;
- Keep records of members' medical conditions and any injuries;
- Complete accident/injury reports as they happen and keep a record – review regularly and ensure that where repeated incidents are happening that a full risk review is undertaken in partnership with *health and safety coordinator*.
- Keep up to date with National Governing Body guidelines;
- Prepare and annually review the club's Health and Safety policies;
- Provide guidance to other club coaches and members;
- Conduct club inspections as and when needed;
- Supervise any required maintenance work;
- Identify and meet the club's training needs;
- Manage contacts with outside agencies.

How much time will it take?

This role in most cases will take roughly 1 hour per week.

What you'll get out of it:

Being part of a club; looking after others; and making sure that the right level of care is available to all. The role is about teamwork, managing all first aiders and making sure the club is covered at all times. It is a great way to get involved in club affairs and interact with all members of the club. In respect of the health and safety aspects, although this is largely a preventative role, it is no exaggeration to say you'll be saving the day on a regular basis. Doing this critical and responsible activity successfully will be immensely rewarding. The greatest satisfaction will be giving the club a clean bill of health.