



Beaudesert Tennis Association

Committee Member Role Discription

Safety and Risk Management Officer

The Safety and Risk Management Officer is responsible for the coordination of risk management, safety and health matters for all players, supporters, officials, members and visitors.

Responsibilities

- Create and maintain the club's Risk Management Plan encompassing all the activities of the club
- Be familiar with the club's emergency plans including evacuation

- Ensure that all club participants are aware of their responsibilities under the clubs Risk Management Plan
- Continually monitor club activities to identify and minimise risks
- Ensure playing, training and social facilities are continually monitored prior to each session to identify any unsatisfactory risks
- Be actively involved in the planning and development of new club social, sporting and fundraising activities to ensure there are no unacceptable risks
- Be the focal point for all health and safety enquiries
- Induction of new team members, coaches and officials to safety and health aspects of the club and operations
- Check that safety equipment is in good condition e.g. stretcher, padding. Ensure that fire extinguishers undergo their regular maintenance check. Check that the treatment area is clean and roster teams to clean this space after each match. Restock first aid kits, including ice packs and check that supplies are in date
- Keep a book where first aid supplies used are noted. Undertake a regular check



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- Remind the team managers of the need to undertake a ground check prior to playing
- Be active in assessing the overall safety of the facility and ensuring that safety policies and procedures are adhered to including having a suitable evacuation procedure
- Collect medical information at the commencement of the season and provide details to the relevant coach, team manager, first aid representative (NB that consent is required)
- Collect Injury Report Forms and retain for 7 years

Essential Skills and requirements

- Strong understanding of all club activities
- Ability to review activities and facilities from a risk minimisation perspective
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters

End of year hand over

Updating key documents

At the end of each year a key activity of the Safety and Risk Management Officer will review and revise their position description to ensure it continues to reflect the requirements of the role. They will should also review and update the Club's Risk Management Plan.

The updated Position Description and Risk Management Plan must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Safety Officer

An important responsibility of outgoing Safety and Risk Management Officer is to train, mentor and support the incoming Safety and Risk Management Officer.

The estimated time commitment required as the Safety Officer is XX hours per week.