**Job Description: Health & Safety Officer**

**Date Created: September 2016**

Hereford RFC own and operate a clubhouse complete with changing rooms, bar, toilets, kitchen and other rooms at Wyeside. Also on site is a car park, driveway, and floodlit grass rugby pitches. The facilities are not only used by HRFC members and guests, but are available for rent/use by the general public.

Hereford RFC are seeking a volunteer to assist with producing the H&S paperwork, policies and procedures necessary for a facility of this type and usage.

The role requires someone with H&S at work experience, the main activities include: -

* Act as a point of liaison between all user groups of HRFC with regard to any H&S matters and report any issues to HRFC main committee
* Keep up to date the HRFC H&S manual, adding any new requirements as required
* Produce any new H&S documents, risk assessments etc. as required to comply with UK H&S legislation
* Keep up to date on latest RFU and UK H&S legislation and advise HRFC of any document, policy or physical changes that are required

**IDEAL/KEY SKILLS FOR ROLE:**

* Good organizational skills
* H&S experience
* Policy and document preparation skills
* Influencing skill
* Good interpersonal skills
* IT skills

**TIME COMMITMENT:**

1 to 2 hours a week throughout the year depending on level of input required