

Health & Safety Officer

Responsibilities

The primary role of the Health & Safety Officer is to ensure that Lewes u3a acts in a safe and responsible way.

Working with group leaders to ensure that appropriate risk assessments have been carried out for meetings of u3a members

Working with the Accommodation Officer, ensure that public premises used by Lewes u3a meet safety and access regulations

Ensuring that group leaders have copies of accident report forms

Keeping risk assessment forms and accident report forms up-to-date

Keeping abreast of Health & Safety regulations and advice

Producing notes for guidance relating to health and safety issues

Activities

Advise group leaders and the Accommodation Officer of the need for appropriate risk assessments

Keep a file of risk assessments carried out

Keep a file of accidents reported

Produce guidance notes as appropriate

Skill set

Ability to work with others

Willingness to keep abreast of relevant rules, regulations and advice

Ability to draft guidance notes for others