

JOB TITLE:	Safety Officer
REPORTS TO:	Executive Committee
MAIN PURPOSE OF THE JOB:	To co-ordinate the formulation, monitoring and implementation of Formartine United Football Club's Health & Safety Policy. To ensure that all staff, committee members and stewards comply with the requirements put in place.

Main Responsibilities

1. To keep Formartine United's Health & Safety Policy up to date.
2. To monitor the implementation of Formartine United's Health & Safety Policy, drawing any concerns to the attention of the Executive Committee
3. To be the first point of contact for dealing with identified hazards in the stadium grounds.
4. To establish and implement a system for reporting hazards.
5. To liaise regularly with Executive Committee over identified hazards within their area of responsibility.
6. To undertake regular inspections of the stadium and surrounding areas to identify any potential hazards.
7. To conduct investigations into accidents that occur on the Club's premises and reporting to the HSE if applicable.
8. To be responsible for conducting fire drills and monitoring their effectiveness.
9. To establish and conduct a risk assessment procedure, and co-ordinate all risk assessments throughout the Football Club.
10. To attend Executive Committee meetings to report on Health & Safety issues where applicable.