

**Health & Safety Coordinator (Trustee position)**

It is the responsibility of the Group Health & Safety Coordinator to:

- Ensure personal competence to undertake the task through attending appropriate training, checking the understanding of instructions and information and remaining up to date in these competencies.
- Properly assess the risk of every activity undertaken in the Scout Group.
- Provide clear instructions and information to anyone who requires this, be it adult volunteer or young person, in order to ensure any activity is conducted with safety and wellbeing in mind. Including activities organised by the Group Executive, Scout Active Support and by Adult Volunteers run for the benefit of the Scout Group, for example jumble sales, the Christmas Market, carnival stalls and participation in Scout competitions.
- Prevent accidents and cases of ill health by managing the Health and Safety risks in the Scout Group. Identify and control safety risks at the Group premises and liaise with the Scout Group Facilities Manager upon this. Ensure the accident book, first aid boxes and fire safety book are kept up to date and de-fib pads and batteries are replaced periodically.
- Ensure that the Scout Group premises are maintained safely and there are no risks to health. That any equipment or substances used are safe and stored safely. Arrange for regular tests of fire alarms and emergency lighting; annual testing of firefighting and safety equipment; maintain adequate fire instruction signage at the Scout Group premises
- Review risk assessments as often as necessary when circumstances, environment or conditions change.
- Feel and be empowered to never be afraid to change or stop an activity if risk increases.

For more information, contact:

Richard Gabriel, Chair, 1<sup>st</sup> Abbots Langley Scouts

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