

Role Description: Activity Safety Officer

Role Summary

1. Survey Bu3a's activity groups venues regarding safety
2. Perform full risk assessment of these areas identifying any salient issues that need addressing
3. Provide Bu3a with a comprehensive report regarding each venue indicating issues that need to be addressed
4. Ensure compliance support for other legal matters such as copyright law.
5. Promote the safety culture in the organisation.

Main responsibilities

The responsibilities below are in addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies.

1. Ensure safety at venue-based activities by applying risk assessment procedures and inspections as advised by the u3a and insurers, based on Activity Safety Checks.
2. Record the results on to the Bu3a website for use as required.
3. Work with relevant parties to address, implement and record any significant safety issues as identified or arise.
4. Upload the records to the safety section of the website.
5. Maintain the risk assessment register.
6. Report to the committee on the progress of the programme
7. Form a Risk Management Team identifying significant risks to Bu3a and to formulate a risk management strategy with an annual review of the venue-based assessments
8. Formalise the risk assessment arrangements procedures for non-venue-based activities
9. Provide compliance support for other legal matters as arising
10. Maintain and develop the system and arrangements as above to assure safety for Bu3a members.
11. Ensure a comprehensive handover to successor