

Torbay Rambling Club Committee

Post: Safety Officer

Role

The Safety Officer has oversight of all aspects of safety for the Club. They are responsible for the documentation pertaining to safety and for giving guidance on good practice to help ensure the safety of members, working closely with the Walks Co-ordinators to see that safety procedures are followed. The Safety Officer also liaises with the Treasurer to review the adequacy and suitability of insurance cover.

Tasks:

- Keep the Risk Assessment process and forms updated, any amendments being approved by the Committee, and work with the Walks Coordinators to ensure that Risk Assessments are fully understood, carried out and compliant with current requirements of liability insurance and best practice.
- In conjunction with the Treasurer, understand the nature of the Club's insurance to ensure compliance of Club activities.
- Be aware of best practice procedures for the safe operation of other walking groups (eg SWCPA or The Ramblers Assn).
- Maintain an active list of approved Walks Leaders and their additional skill sets or qualifications such as first aid, digital mapping and walk planning.
- Receive reports of walk related incidents (from Walks Leaders/Coordinators) and take appropriate action together with other officers if necessary.
- Review the use of ICE cards.
- Keep spare items of Club equipment such as safety jackets and first aid kits and distribute these as appropriate.
- Ensure that all documentation is reviewed and proposed changes brought to the Committee. Once approved, the updated documents are made available on the website in liaison with the Webmaster.
- Ensure that all information and documentation is available to pass to a successor.