

Each Branch and Centre should appoint a Health & Safety Officer (H&SO) to offer support and guidance within the Branch/Centre.

Job Description: Health & Safety Officer

Role Name: Health & Safety Officer (Volunteer)

Commitment:

- Attend Branch/Centre Committee Meetings
- Attend major Branch/Centre events (This can be delegated)
- Support the Branch/Centre with health and safety matters as needed.

Reports to: Branch District Commissioner/ Centre Proprietor.

Role Overview: The Volunteer Health & Safety Officer plays a crucial role in ensuring a safe and healthy environment for everyone involved with the Branch/Centre.

Responsibilities:

- Provide advice to the District Commissioner and Branch Committee, to ensure organisational decisions reflect the requirements for health, safety and welfare of anyone affected by the activities organised by the Branch.
- Be familiar with the **Health, Safety, Safeguarding and Horse Welfare Rulebook** and all other guidance regarding Health and Safety found on the Website and Recourse Hub. Relay this information to the Branch, particularly, the Committee, as and when necessary, to ensure operational decisions are made in line with the rules and guidance of the rulebook and supporting documents.
- The Health & Safety Officer should support event organiser(s) in completing appropriate risk assessments prior to all Pony Club activities. (Risk Assessments should be completed by the event organisers with the support of the H&S Officer.)
- Ensuring that ALL incidents, accidents and near misses are correctly recorded, reported and investigated. (This responsibility is shared with the Branch DC/Centre Proprietor)
- The Health & Safety Officer or a nominated branch official or Steward should attend all **major** competitions and events. (The H&S Officer is not expected to attend every rally or event.)

- Ensure first aid kits and emergency equipment are available and adequately maintained. (This can be delegated)
- Using the supporting guidance provided, advise on appropriate first aid and veterinary provision for events and activities.
- Promote a positive health and safety culture within the Branch/Centre.

Skills & Experience:

- Basic knowledge of health and safety and best practices is desirable, but not essential.
- Strong attention to detail and ability to identify potential risks.
- Common sense approach and a 'can do' attitude.
- Good communication and interpersonal skills.

Training/Clearances Required:

- Enhanced disclosure check (DBS, PVG or Access NI) with a check of the barred list, as per Regulated Activity/ Work – **Mandatory – Must be obtained prior to taking on the role.**
- EFAW first aid training, as a minimum – Mandatory within 6 months of taking on the role.
- Safeguarding Training – Mandatory within 6 months of taking on the role.
- Risk Assessment Training – Mandatory within 6 months of taking on the role.
- Health and Safety Officer Training – Mandatory within 6 months of taking on the role.
- Branch Officials Training – Strongly Recommended.

What We Offer:

- The opportunity to make a meaningful impact on the safety and well-being of others.
- Training and development opportunities to enhance your skills both for Pony Club activities and beyond.
- A supportive and collaborative team environment.
- Reimbursement of agreed expenses, if applicable.