

COLLINGS PARK TRUST

HEALTH AND SAFETY COORDINATOR - TERMS OF REFERENCE

Nominated Health and Safety Coordinators will be responsible for ensuring the Trust's Health and Safety Policy is applied when activities are being undertaken by Trust members, volunteers, or contractors on the Trust's property. Key duties will include:

- Ensuring that risks have been assessed adequately prior to the commencement of activities and that appropriate measures are in place to minimise the risks relating to these activities.
- Intervening where the level of risk is deemed to be unacceptable.
- Leading the risk assessment process and advising members and volunteers on the process and its outcomes.
- Assembling, under the guidance of the Secretary to the management committee, a library of Risk Assessments and ensuring these are made available to members and volunteers at appropriate times and on request.
- Maintaining a register of tools and equipment owned by the Trust, ensuring that periodic inspections and maintenance are undertaken and recorded, segregating tools and equipment that are deemed unfit for purpose, and arranging for repair or disposal.
- Ensuring the safe storage of tools and equipment owned by or in the custody of the Trust.
- Ensuring that adequate stock of PPE as agreed to be provided by the Trust is made available to members and volunteers.
- Dealing with health and safety related enquiries.
- Producing accident / incident follow-up reports and discussing corrective actions with the management committee.
- Carrying out health and safety training in small groups (within personal competence).
- Assisting in the development of safety policies and procedures.

Health and Safety Coordinators shall be required to read relevant CPT policy documents and undertake training to improve competency in Health and Safety related matters.

CPT/Dec2015