Dundee Sailing Club

Role Title: **Safety Officer**

Communication with: **Committee, Members, Officer of the Week, Safety Helms**

Role Purpose:

To ensure club safety documentation is up to date and complies with legal and administrative requirements. Communicate safety issues to Committee and members

Key Duties:

- ***Act as a point of contact for members about safety issues, including safety boat***
- Maintain a record of all club safety documentation
- Report to Committee about safety issues
- Ensure documentation is displayed and available for inspection if required
- Assist committee in preparation of Risk Assessments and maintain records of these
- Weekly check of safety boat equipment (Helms also to check before each use)
- Check safety boat log has been completed by each driver on duty and alert driver to any omissions
- Liaise with Boatswain regarding any maintenance or repair issues

Skills Required:

Good communication skills and attention to detail. Basic engineering/mechanical knowledge would be useful.

Time Commitment:

30 - 45 minutes per week required on a weekly basis during the sailing season. Ad hoc requirement out of season to ensure documentation is maintained