

COLEBRIDGE TABLE TENNIS CLUB

Role description: Health & Safety and Utilities Officer

Name of Health & Safety and Utilities Officer: Michael Rinnhofer

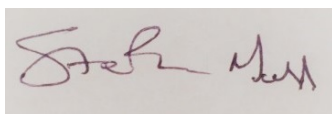
Responsible to: Colebridge Management Committee

Main duties

- Support the efficient running of the club.
- Be a point of contact for club enquiries.
- Review and adjust the Colebridge risk assessment; liaising with the Building and Site Maintenance Officers as required.
- Manage, review and renew the electricity contract.
- Manage and review the water contract.
- Ensure the club insurance is up to date and relevant, and renewed when required.
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Arranging handover or succession planning for the position.

Health & Safety and Utilities Officer - Adopted in Club Committee Meeting minutes

Signed:



Club Chairman

Dated: 3rd August 2017