Job Description – Safety Adviser

# Roles and Responsibilities

* Establish the standards for safe rowing at Tees Rowing Club
* Ensure club safety standards align with those of the national governing body, British Rowing, and other key stakeholders, such as Canal & Rivers Trust
* Encourage members to act in a safe manner report any incidents in a timely manner
* Ensure that the safety performance at Tees RC is regularly reviewed
* Ensure that any learning points from events at Tees RC or elsewhere are used at the club as appropriate

# Key Activities

* Organise and undertake regular audits of club facilities and equipment and ensure that these audits are kept in club records
* Ensure any actions arising during these audits are communicated with relevant people and completed in a timely manner
* Ensure the Tees RC Safety Code and other safety documentation are regularly reviewed
* Communicate any new information to club members via website, email and safety notice board
* Ensure appropriate safety training is provided including organising regular swim tests and capsize drills
* Liaise with the equipment manager to ensure that the safety features of boats are inspected at appropriate intervals
* Ensure that safety equipment is inspected and serviced at appropriate intervals including buoyancy aids, throw lines and first aid kits
* Liaise with British Rowing and Northern Rowing Council on safety matters
* Ensure that the British Rowing Incident Reporting system is used and incidents are reported accordingly
* Report on safety matters to the committee and advise them on appropriate courses of action as necessary
* Keep club members advised of allocated time slots on the Barrage Reach
* Produce relevant risk assessments for Tees RC inclusive of competitions hosted by the club
* Ensure club members understand the importance of safety

# Experience Required

* Ideally has rowed, coached or been an active supporter and thus has experience of the safety issues faced in rowing
* An understanding of the importance of safety
* Effective communication skills