

ROTARY CLUB OF CANTERBURY

PROTECTION AND HEALTH & SAFETY RESPONSIBILITIES

The Club President has ultimate responsibility for ensuring that health and safety and child protection are dealt with adequately by the Club and its members.

The Protection Officer assisted by the Protection and Health and Safety Committee, is responsible for ensuring that standards are maintained and, when possible, improved. The Protection Officer is responsible for reporting to the Club's Services Committee and Club Council on protection and safety policies, concerns and any issues arising. The Protection Officer is responsible for ensuring that the Health and Safety Policy is reviewed annually.

The Protection Officer is also responsible for maintaining the Club's Register of Members who have completed the Basic Disclosure (DBS check) from Disclosure and Barring Service process.

Committee Chairmen are responsible for nominating a co-ordinator for each event promoted by their Committee and for ensuring that health and safety matters are fully and properly considered.

Event Co-ordinators are responsible for undertaking risk assessment and health and safety policy at planning stage for specific events and managing health and safety during the events. Event co-ordinators shall seek assistance and guidance from the Protection Officer and other members of the Protection and Health and Safety Committee. Further guidance on health and safety, child protection, safeguarding and vulnerable adult protection is available on the RIBI website.

Hazards shall be identified for all activities organised by or for the Rotary Club of Canterbury. Detailed risk assessments are likely only to be required in relatively few events, where one or more significant hazards have been identified.

A handwritten signature in black ink, appearing to read 'J. Thompson', with a horizontal line underneath.