



HORNETS RFC LTD.

COMMUNITY RUGBY SINCE 1962

Hutton Moor Road
Weston-super-Mare
Somerset. BS22 8LY
Tel +44 (0) 1934 621433
www.hornetsrfc.co.uk
email: enquiries@hornetsrfc.co.uk

President: Neil Cowlin • Chairman: Stuart Simmons

Health, Safety & Environmental Officer (HSEO) Terms of Reference (TOR)

Document Reference: HRFCPOL-HSEOTOR
Document Revision No: 1
Document Effective Date: 01 Sep 2018
Revision Date: 01 Sep 2019
Prepared By: E.J.Griffiths

Responsible to:

Hornets RFC Committee.

Qualifications:

Appropriate skills set & experience in Health, Safety & Environmental (HSE) engineering, assessment and management.

For current incumbent, see **Annex A** for SQEP form.

Main duties:

- The Hornets RFC Health, Safety & Environmental Officer (HSEO), will use knowledge and skills to promote a positive HSE culture at Hornets RFC.
- The HSEO is responsible for ensuring that Hornets RFC is a safe place in which to enjoy the game of Rugby Union and all the other activities that take place within the boundary of the Club & grounds.
- The HSEO is to ensure that Club members, players, users, visitors and employees are fully aware of HSE legislation and that safety policies and practices are adopted and adhered to in accordance with the Health & Safety At Work Act (HSAW) and RFU guidelines.

Responsibilities:

- To carry out Risk Assessments and consider how Risks could be reduced;
- Co-ordinate the development of HSE policies, systems of work and procedures.
- Review existing policies and measures and update according to legislation;
- Advising and instructing on various safety-related topics;
- Outline safe Operational Procedures which identify and take into account all relevant Hazards;
- Carry out regular inspections of the Clubhouse & grounds to check policies and procedures are being properly implemented;
- Ensure working practices are safe and comply with legislation;
- Prepare HSE strategies and develop internal policy;



- Advise on any training requirements with the Club Committee regarding HSE;
- Maintain records of inspection findings and advise suggest improvements to the Club Committee;
- Keep a record of incidents and accidents and produce statistics for the Club Committee;
- Keep up to date with new legislation and maintain a working knowledge of current legislation and any developments that affect the Clubhouse and grounds;
- Provide HSE data for, and keep in communication with, the RFU on all matters of HSE as required;
- Ensure installed equipment has all the appropriate HSE certificates;
- Advise on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery, occupational diseases, etc.
- Participate in monthly meetings when required to report on relevant HSE matters.

E.J.Griffiths HSE SQEP Form

Name:	Eric Griffiths		
Position:	Hornets RFC Club safety Officer		
Personal Contact Details:			
Telephone:	07801841806		
Email:	Eric140253@gmail.com		
Expertise:	Safety & Environmental Engineering & Management		
QUALIFICATIONS (*relevant to this position)			
SSMO Safety Course, pt 1, 2 & 3 System Safety Tools & Techniques System Safety Foundation		EDY 2.5 BAE Safety Management EDY 2.6 BAE Environmental Management	
Safety & Airworthiness for Military Aircraft RN Helicopter Flight Safety Course Isograph Fault Tree Analysis Course			
EXPERIENCE (*relevant to this position)			
Consultant S&E Manager / Engineer under the MoD SALUS S&E SME scheme			
T26 MIFS Safety Manager		Apr17-Present	
T26 Safety Manager & Acceptance Authority		Jun16-Apr17	
T26 Ship Evolutions Safety Engineer		Jun15-Jun16	
T26 Support Product Safety Manager		Jun14-Jun15	
Torpedo/TLAM/Harpoon System Safety Engineer		Nov13-Jun14	
MET (Ships Systems) Safety Engineer		Jun12-Jul13	
MoD Medical Equip PT Safety Manager		Oct09-Oct10	
MoD Merlin/Ship Interface Manager		Apr99-Mar08	
MoD Underwater / Above Water Sensors & Weapons		To-Apr99	
Signature:			Date: