

VOLUNTEER ROLE DESCRIPTION

ROLE TITLE: Branch Health & Safety Officer

LAST UPDATED: August 2016

REACH: Branch Region UK & ROI International

1. MAIN PURPOSE OF ROLE

To be responsible for health and safety matters in the branch and use your knowledge and skills to promote a positive health and safety culture in the workplace.

To advise on the development of procedures, and ensure that appropriate safety policies and practices are adopted and adhered to

2. POSITION AND SUPPORT IN ORGANISATION

Accountable to: Branch Director
Reporting to: Deputy Director Operations
Liases with: Deputy Directors, Branch Committee
Works within a team of: Branch volunteers

3. KEY RESPONSIBILITIES

- To be responsible for ensuring that all safety policies and practices are adopted.
 - To plan, implement, monitor and review the protective and preventative measures to minimise accidents and injuries.
 - Keep abreast of Samaritans internal H&S Policies and H&S law.
 - Carry out risk assessments and ensure others undertake them where necessary. Consider how risks could be reduced.
 - Keep records of inspections findings, proposing suggested changes to the committee, and developing plans for implementing agreed improvements.
 - Keeping records of incidents and accidents and producing statistics for the Director.
 - Advising on a range of specialist areas, e.g., fire regulations.
 - Attend branch meetings as required.
 - Deliver H&S induction training to new volunteers.
 - Act as a point of reference for any questions regarding Health and Safety.
 - Provide monthly written update to Deputy Director.
 - Undertake annual branch H&S review.
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4. QUALITIES & EXPERIENCE

- To maintain confidentiality at all times.
 - Approachable, organised & honest.
 - Understanding of Samaritans Mission, Vision & Values.
 - Familiarity with UK H&S legislation - ideally suited to someone who already has H&S skills, qualifications or experience.
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5. APPOINTMENT AND TIMESCALES

- There is no set term of appointment, though an annual review is good practice.
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6. LOCATION, TRAVEL & EXPENSES

- Based at the branch but mostly works remotely.
 - All out of pocket expenses related to the role will be reimbursed by the branch in line with the relevant branch expenses policy.
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7. BENEFITS

- Opportunity to positively affect the work of Samaritans.
 - Opportunity to meet new people and make new friends.
 - Opportunity to use and develop skills.
 - Personal development and training.
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8. RECRUITMENT AND SELECTION PROCESS

- The post is advertised as appropriate.
- Interested volunteers can apply by completing an application form within the set deadline.
- An interview will be held, and references obtained.
- All new Samaritans volunteers should complete the Core Development for Support Volunteers digital modules if not already a Listening Volunteer.
- Appropriate training specific to the role should be arranged.

This role description has been constructed as a best practice template. To ensure it remains in line with current Samaritans policy and operating practice, any branch adaptations to the content should be made following consultation with the Volunteering Team at SCO.