

# **RISK MANAGEMENT ADVISOR**

## **Role**

To maintain club risk assessments and advise the committee on actions or policy developments required

## **Main Duties**

- Carry out risk assessments on new venues/activities
- Maintain and review on an annual basis existing risk assessments
- Distribute risk assessments to appropriate persons as per club policy
- Ensure that new risk assessments are available to view at each point of use (kept in the attendance register at each pool)
- Hold current copies of NOP/EAP for all facilities/venues/activities and check annually for any revisions

Please see the club website for links to resources to help you carry out your role.

**All volunteers are expected to uphold club policies, especially the child protection policy**