



## Reading Hydro CBS

### Health & Safety Lead - Role description

#### Purpose of role

- To ensure that Reading Hydro minimises the risk of harm being caused to its volunteers, contractors or members of the public due to the hydro plant and any associated activities\*
- To ensure Reading Hydro complies with applicable health and safety legislation and any additional guidance provided by the Health & Safety Executive (HSE)
- To maintain Reading Hydro's Health & Safety Manual and update it when legislation and/or HSE guidance changes

#### Main responsibilities of role

- Ensure that risk assessments are undertaken and that proportionate risk mitigation strategies have been identified and are implemented
- Review and contribute to Risk Assessment and Method Statement(s) and other types of risk assessments produced by Reading Hydro volunteers
- Work with the Risk Management Lead to ensure safety risks and mitigating actions are recorded in the Risk Register
- Identify any safety training required for volunteers and make recommendations to the Board of Directors as to how the training should be provided and the cost\*
- Coordinate the provision of agreed safety training for volunteers and maintain a safety training log
- Undertake on-site spot-checks for adherence to safe working practices and compliance with Reading Hydro RAMS and H&S policies and procedures
- Be the point of contact for volunteers to report accidents, near misses and any incidents that did or could have led to an individual being harmed
- Ensure the accident, near miss and incident form is completed and, where necessary, report the accident to the HSE
- Lead accident investigations and provide a written report to the Board of Directors
- Keep a log of accidents, near misses and incidents and provide an annual report to the Board of Directors with recommendations for improving safer working if necessary
- Identify other volunteers who can provide support to the H&S Lead and external specialist H&S consultants, as required

**Working arrangements**

- Flexibility for you to work remotely at any time of the day on documents or when attending zoom meetings
- Occasional meetings with O&M Leads, the Board of Directors, or other volunteers
- Communications via Slack and email
- Site visits to undertake RAMS or H&S policies and procedures compliance checks or observe activities and check risk mitigation strategies are in place
- Some delegation to other volunteers may be possible.