



Volunteer Role Description

Health & Safety Officer (Trustee – Risk, Safety & Safeguarding)

Introduction

The Fix It Group 23 is a not-for-profit, volunteer-led community interest organisation based in Leicestershire. We run free Repair Cafés where skilled volunteers help local residents fix household items—from toasters and toys to lamps and clocks. Our mission is to:

- Reduce waste by promoting repair and reuse.
- Share skills that empower individuals.
- Strengthen communities through inclusive, intergenerational events.

We are not registered with the Charity Commission or Companies House because our annual income is under £5,000, which is within UK legal thresholds. Despite this, we operate with full insurance, safeguarding procedures, and a strong governance structure.

All trustees of The Fix It Group 23 are expected to:

- Serve for a term of 1 year, renewable annually
- Support the organisation's mission and uphold its constitution.
- Attend quarterly Board of Trustees meetings and the Annual General Meeting (AGM).
- Contribute to planning, oversight, and good governance.
- Respect confidentiality and declare any conflicts of interest.
- Act in good faith and in the best interests of the community.
- Represent the group positively in the community and at events.
- Support practical delivery of events and community engagement as needed.
- Operate in accordance with our constitution, safeguarding, and ethical values

Role Purpose

To ensure that all Repair Café and volunteer activities are delivered safely and in line with legal and ethical responsibilities, with oversight of risk management, safeguarding, and particularly electrical safety and competence within the volunteer team.

This role exists to protect the public, volunteers, and the organisation from harm – and to ensure full compliance with UK Health & Safety obligations.

Key Responsibilities

General Health & Safety

- Review and maintain the organisation's health & safety and safeguarding policies annually.
- Complete and document venue-specific risk assessments for each event.
- Ensure safe setup of repair areas, including clear access, tool safety, and signage.
- Maintain an incident log and lead on reporting or responding to accidents.
- Coordinate safety briefings for volunteers at events.
- Identify and recommend improvements to accessibility or safety.

Safeguarding & Inclusion

- Ensure safeguarding responsibilities are met and policies are followed.
- Act as the point of contact for any safeguarding concerns at events.
- Promote a respectful, inclusive, and welcoming environment for all.

Electrical Safety Oversight

- Oversee the safe recruitment and induction of volunteers working on electrical items.
- Confirm electrical repair volunteers are competent and briefed on safety protocols.

- Ensure tools and equipment (including soldering irons and test equipment) are safely maintained and PAT-tested where appropriate.
- Set clear guidelines on what electrical items can or cannot be repaired.
- Monitor and enforce safety practices during electrical repairs at events.

Person Specification

Essential

- Must be legally competent in electrical safety and able to assess electrical risks under UK law. This means holding one of the following:
 - A recognised Level 3 electrical qualification (e.g. City & Guilds 2391/2394/2395)
 - Chartered or registered engineer (CEng/IEng) with a background in electrical systems
 - Time-served, qualified electrician with evidence of current competence (e.g. ECS Gold Card)
- Experience applying electrical safety standards in public or workplace environments.
- Working knowledge of:
 - PAT testing requirements
 - Electrical risk assessment
 - Safe use of hand tools and mains-powered equipment
- Confidence in enforcing safety protocols in a public setting
- Ability to lead volunteer inductions and briefings clearly and calmly
- Commitment to public safety, safeguarding, and legal responsibility

Desirable:

- Experience with community events, voluntary groups, or DIY repair work
- Familiarity with HSE guidance on public events or temporary setups
- Understanding of safeguarding and inclusivity in a non-profit context

Trustee Declaration & Agreement

I, the undersigned, confirm that I have read and understood the responsibilities outlined in the role of Health & Safety Officer and the organisation's constitution.

I accept this appointment to the Board of Trustees of The Fix It Group 23 and agree to:

- Serve a term of office beginning on the date below, normally for up to one year, unless shortened by resignation, a by-election, or an extraordinary general meeting (EGM)
- Fulfil the core duties and responsibilities listed in the role description
- Acknowledge that these responsibilities are not exhaustive, and that I may be asked to undertake other reasonable tasks aligned with the needs of the organisation and my skills
- Uphold the organisation's mission, values, and constitution
- Act in good faith, with due care, diligence, and transparency
- Attend all required Board meetings and the Annual General Meeting (AGM)
- Declare any conflicts of interest and respect confidentiality at all times

Trustee Full Name: _____

Signature: _____

Date of Appointment: _____

Term of Office: From _____ to _____

Witnessed by (Chair/Secretary): _____

Signature of Witness: _____