

Job Description

Job Title: Events Safety Officer

Name of Jobholder:

Reports to (title): Health, Safety and Security Manager

Department: Operations

Hours of Work: Annualized approx.1000 Hours

Date: January 2021

Main Purpose of the Job

To operate as the Club's event safety officer for all major events in the stadium and The Point. and to be the principal adviser to the ground management on all spectator-related safety issues. To meet all requirements of the Club's Safety Certificate in relation to events at the venue and to ensure all events at the Emirates Old Trafford (EOT) are operated safely and in line with the Club policies and procedures. The job is part time and event based on an annualized hours contract of 1000 hours covering major events in The Point and the stadium as directed by the Health, Safety & Security Manager. A rolling event-based work rota will be provided 4 weekly in advance.

Principle Responsibilities:

(the major end results the job is expected to achieve)

1. To assume overall responsibility for event safety at EOT on event and match days and to undertake all necessary tasks to achieve this.
2. Assist in devising Operations Manual for the Club for all events covering necessary safety checks, guidance to Stewards, liaison with external parties and all other safety information. Ensure, in liaison with the Health, Safety & Security Manager, that this dovetails with the Club's Health and Safety strategy, policies and working arrangements.
3. Be a main representative of Lancashire Cricket at Safety Advisory Group meetings and be the lead on all event safety and security matters.
4. Be a point of contact for the local authority in relation to all event safety matters, including pre-event and event inspections and also the annual inspection. Assist in taking responsibility for all remedial actions coming from any of these inspections.
5. Be a point of contact for the England and Wales Cricket Board and liaise regularly with their Head of Safety and Security in relation to all aspects relating to safety and security at the venue.
6. Be the point of contact for the Sports Ground Safety Authority in relation to all their interactions with the Club including audits, SAG input and general guidance. Ensure all new guidance issued is obtained and acted upon. Take responsibility for all remedial actions coming from any of the SGSA inspections.
7. Produce detailed capacity calculations in accordance with the guidance set out in the current edition of the Guide to Safety at Sports Grounds after conducting all the necessary event risk assessments. These calculations shall be reviewed at least once a year, after any structural changes made at the sports ground and/or after any incident that involves implementing emergency plans.
8. Assist in identifying the equipment, permanent staff, safety management personnel, stewards and others necessary to monitor, direct, guide, manage and assist spectators during specified events and activities.
9. In conjunction with the Health, Safety & Security Manager, and on the basis of risk assessment, identify the inspections and testing of structures, equipment and systems necessary to ensure the reasonable safety of spectators including setting out the frequency of the inspection and testing.



10. Assist in producing and reviewing contingency plans and ensure a robust programme of exercises are used so as to ensure the emergency procedures as set out in the “plan of action” operate correctly. Make arrangements for the exercises and ensure representation from all necessary parties.
11. Assist in the recruitment, training and management of all event stewards, including decisions around any third-party contract stewarding companies to utilise at the venue. Ensure all stewards and security staff engaged at the venue are qualified to the required governing body standards.
12. In liaison with the Health, Safety & Security Manager control the budget for stewarding and other associated event safety expenditure items for all events.
13. Liaise with all relevant external organisations regarding the safe operation of events. This will include police, medical, local authority and other emergency services.
14. Create a network of contacts within event safety to include safety practitioners from other sporting clubs in the region.
15. Maintain all necessary records and documentation related to the safe operation of events at the venue and report to the ECB, SGSA or local authority as appropriate.

Knowledge / Experience / Skills Needed

(the expertise needed to perform the job to the required standard)

- Knowledge and experience of safety and security arrangements in crowded places, including counter terror experience.
- Experience of fulfilling a role in spectator safety management at sporting events.
- NVQ Level 4 or equivalent in Spectator Safety Management or be prepared to work towards this qualification.
- Strong leadership, organisational and communication skills to individuals and large teams.
- Ability to work in pressurised environment and make sound and timely decisions.
- Awareness of customer service and how it dovetails with event safety.
- Ability to formulate and deliver detailed operational plans, including dealing with contingency planning and risk assessments.
- Must be able to work with minimum supervision and manage time and priorities accordingly.
- Computer literate, familiar with Microsoft Office or similar packages.
- Budget management experience
- Excellent communication and team working skills

Assignment and planning of work

(who will assign work to the person)

As directed by the Health, Safety & Security Manager

Agreed and signed by

Jobholder

Manager

Date

Date to be reviewed



Lancashire
Cricket
