



JOB DESCRIPTION

JOB TITLE:	Head of Health & Safety
NAME OF JOBHOLDER:	TBC
REPORTS TO (TITLE):	Director of Operations
OFFICE/HO DEPT:	Operations
DATE UPDATED:	Nov 2021
HOURS:	40 hours per week

1. MAIN PURPOSE OF JOB

Working as part of the Operations Team, supporting the Operations Director with day-to-day management of all of the Club's health and safety. During the cricket season (April to September) undertaking additional responsibilities on match and major event days, acting as Safety Officer when required and Incident Director.
Reporting into this role will be Health & Safety Coordinator

2. JOB SPECIFIC TASKS

- Implement, monitor and review the Clubs Health and Safety management system.
- Develop a positive health and safety culture in all departments through the implementation of processes and policies.
- Lead on the implementation of Health and Safety policies and arrangements site wide.
- Chair monthly Health and Safety team meetings.
- Introduce a new system to manage onsite contractors and permits to work.
- Manage all health and safety committee meetings with club wide ambassadors.
- Work with the conference and event teams to ensure that corporate events are delivered safely and contractors are monitored throughout.
- Management and review of site risk assessments.
- Ensure the club completes near miss and accidents reports if required, as well as reporting incidents to the HSE.
- Lead on accident or incident investigation where required.
- Carry out regular workplace Health and Safety Audits across all departments.
- Manage the incident response team on site, carrying out quarterly meetings and briefings and deliver training to new starters.



- Ensure that COSHH assessments are up to date and complete within certain departments.
- Provide H&S reports to the Executive team.
- Manage all first aid resources on site (first aid boxes and defibrillators), ensuring these are audited and replenished where necessary.
- Identify staff health and safety training requirements through a training matrix and work with the Human Resources to ensure appropriate training is sourced and delivered. Also be involved where knowledge allows with the delivery of some of the training.
- Attend Health and safety meetings on site with Clients and contractors.
- Undertake H&S responsibilities of the client under CDM regulations for large projects.
- Implement a system where staff are able to report incidents of poor health and safety.
- Head up all incident, evacuation and fire drills.
- Work very closely with the Safety Officer & the Head of Stadium Events during the planning of and during Major Events

Other Key Responsibilities

- Will act as 'Silver' Incident Director on a Rota basis
- Will be qualified NEBOSH
- Willing to complete Level 4 Spectator Safety qualification.
- Will support all other Operational Departments
- May be asked to act as cover when the Operations Director is not in the business
- Assist in site walk round before gates open to ensure that the ground is safe for public.



3. KNOWLEDGE/EXPERIENCE/SKILLS NEEDED

Experience & Skill Required

- NEBOSH National Diploma in Occupational Health and Safety
- Health & Safety background within a large venue / sports arena / entertainment arena or shopping centre (an organisation with a large foot-fall)
- An understanding of Environmental Management (Desirable)
- Commercially astute
- Strong communication skills, both written and verbal, and have the confidence and ability to present to groups from all disciplines and levels
- The ability to communicate across all levels of the organisation
- Self-motivation with excellent analytical, organisational, report writing and problem-solving skills
- The ability to lead and influence change

Desirable Experience, Qualification and Knowledge as Deputy Safety Officer

- Holds NVQ Level 4 in Spectator Management, if not, willingness to undertake qualification
- The details and requirements of the General Safety Certificate
- Safety of Sports Grounds Legislation
- Fire Safety Legislation
- Health and Safety at Works Legislation
- Legislation relating to people with disabilities
- Draw up a written safety policy for spectators
- Draw up emergency procedures and contingency plans
- Agree an emergency procedures plan
- Agree with the police a statement of intent
- Agree procedures for accommodating all categories of spectators, including children, semi-ambulant and disabled people and where appropriate supporters from the visiting clubs

4. ASSIGNMENT AND PLANNING OF WORK

Operations Director

AGREED AND SIGNED BY:

JOBHOLDER:

MANAGER:

DATE:

DATE TO BE REVIEWED: