

**JOB TITLE**

Health and Safety Manager

DEPARTMENT

Venue Operations

RESPONSIBLE TO

Head of Venue Operations

RESPONSIBLE FOR

Health and Safety Advisor

JOB SUMMARY

To review, develop, implement and monitor the Club's Health and Safety management systems across all sites; ensuring the safety of employees, visitors and contractors, in line with current Health and Safety and associated legislation. To act as the Club's Covid Officer.

MANAGEMENT RESPONSIBILITIES

- Ensure a fit for purpose, individual and departmental Continuous Professional Development programme is in place for all staff;
- Ensure all direct report staff maintain the appropriate qualifications and that CPD and DBS requirements are undertaken on an annual basis or as required;
- Conduct appraisals with all direct reports in line with appraisal scheme requirements.

ROLE RESPONSIBILITIES

- Review and develop all aspects of the Club's Health and Safety Policy, procedures and processes, keeping abreast of the changing health and safety landscape to ensure compliance with relevant legislation, government guidance and regulatory protocols is maintained;
- Work collaboratively with internal stakeholders to establish and maintain a programme of continuous improvement in the management of Health and Safety within their areas of responsibility, quality assuring their activity;
- Ensure that rigorous risk assessment and accident management systems are in place to enable departments and all sites to undertake risk assessment processes to identify hazards and to ensure that appropriate control measures are in place. Maintain and monitor a central record of all risk assessments;
- Act as the Club's point of contact on all things related to Coronavirus (COVID-19), overseeing the Club's implementation of Coronavirus related public Health and Safety measures. Government guidance and Premier League protocols;
- Ensure the Club has appropriate processes in place for COVID-19 risk assessments and mitigation measures. Implement quality assurance and audit measures to ensure compliance to COVID-19 protocols is maintained;
- Work collaboratively with Human Resources in relation to individual risk assessments (including but not limited to COVID-19, maternity, stress and workstation assessments) assessments when required;



RESPONSIBILITIES CONTINUED

- Review and revise COVID-19 related policies, processes and guidance as required, to ensure compliant with legislation, Government guidance and Premier League protocols, working collaboratively with the Head of People & Talent in relation to employee communications and training;
- Maintain the accident and 'near miss' records, informing HSE when appropriate and producing reporting to drive continuous improvement. Ensure that appropriate records are maintained in compliance with legal requirements, e.g. COSHH, and that necessary notices are displayed and reviewed;
- Manage the first aid provision ensuring that all first aiders are adequately trained and supported;
- Maintain expert knowledge on Health and Safety legislation and its application in a sporting venue environment and advise the Venue Operations Management team of key developments and areas for change/improvement;
- Working with the Head of Venue Operations and Head of Safety & Security and Operations, maintain event safety policies and procedures, licenses and permission, to ensure compliance with all aspects of the guide to Safety at Sports Grounds ('The Green Guide') and other relevant statutory legislation;
- Ensure that maintenance regimes and preventative maintenance is carried out to ensure compliance with health and safety obligations, working collaboratively across the Venue Operations function;
- Work collaboratively with Human Resources to provide employees with relevant information, resources and training on Health and Safety systems and procedures and workplace practices;
- Lead on all aspects of fire safety across all venues; formulate and review annual fire safety plan, oversee annual risk assessment; liaise with emergency services and conduct all related checks;
- Lead on Premier League H&S audits across our sites and manage and monitor action plans to ensure compliance;
- Manage pre-match safety checks at the stadium;
- Any other reasonable duties.

ROLE REQUIREMENTS

- Perform duties with due regard to club policies and procedures and legislative requirements at all times;
- Ensure implementation of the clubs health & safety, safeguarding, welfare and equality policies to create a safe working environment for all;
- Ensure working practices are compliant with relevant legislation and data protection legislation and/or general data protection regulations (GDPR) requirements;
- Undertake continuous professional development (CPD) training and/or additional training as identified or as required.



QUALIFICATION & TRAINING

Essential

- NEBOSH Diploma;
- First Aid qualification.

Desirable

- BSc/BA in facilities management/safety management or relevant field or equivalent;
- CFPA Diploma in Fire Prevention or equivalent qualification;
- Chartered membership of IOSH.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Proven experience as H&S Manager or relevant position;
- Good knowledge of H&S legislation, data analysis and risk assessment;
- Outstanding attention to detail and observation ability;
- Naturally collaborative and able to quickly build effective working relationships and influence across the organisation and with external partners to improve practices;
- IT literate, with the ability to use the full Microsoft Office package;
- Resilient and able to manage competing priorities.

Desirable

- Experience delivering Health and Safety in a sporting environment.

CRIMINAL RECORD CHECK REQUIREMENT

This role requires a criminal records check (CRC) deemed suitable by the Club, at the following level; Basic.

Where a role requires a CRC this must be obtained by the Club. The requirement of a CRC for this role is due to responsibilities relating to children under the age of 18 years and/or adults at risk of harm



GENERAL STATEMENT

All employees of the Club must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

SAFEGUARDING & WELFARE STATEMENT

The Club is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.

As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work remain safe at all times. This includes ensuring 'best practices' are adopted at all times and incidents or concerns are proactively reported. Safeguarding is considered everybody's responsibility.

EQUALITY, DIVERSITY & INCLUSION STATEMENT

The Club is committed to equality, diversity and inclusion, encapsulated by the Club's brand United As One, and believes in equal opportunities for all. We expect that all staff, volunteers and others associated with the Club share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at www.nufc.co.uk/UnitedAsOne.

