



JOB DESCRIPTION: Health & Safety Manager

Department	Operations
Location	Liberty Stadium, Swansea SA1 – travel to other sites will also be required.
Remuneration	Competitive
Contract	Permanent / 40 hours per week / flexible working pattern including match days.
Roles and Responsibilities	
General Health & Safety	<ul style="list-style-type: none"> • Production, review and management of the Club’s Health and Safety Policy • Maintaining a workplace H&S training programme – ensuring training needs are identified, appropriate training sourced, provided and attended; and refresher training is completed. • Develop and maintain the risk assessment programme and ensuring that recommendations are completed, safe systems of work are devised where necessary and assessments are revised annually, following an accident or when there is a change in activity. • Investigate accidents and ensure recommendations are completed. • Always maintain high administrative standards • Lead on the running of the fire safety programme – managing the recruitment, training, and deployment of fire marshals; overseeing the compliance of fire safety training by all staff, completing evacuations with departments; auditing the completion of statutory equipment tests and maintenance checks • Develop and maintain the First Aid system – revising risk assessments, updating the register and departments, train staff on the procedures • Assist departments to investigate incidents / accidents, ensuring recommendations are completed to prevent reoccurrences • Complete safety inspections and assist in audits of site services and contractors, writing of reports and ensuring recommendations are completed • Undertake inspections and assist departments to manage their inspection programmes • Investigate notifiable incidents to the standard required by the Local Authority • Lead on all other Health and Safety matters i.e., homeworking assessments, PPE requirements, DSE assessments.
Event Day Safety and Security	<ul style="list-style-type: none"> • Assist in the planning and delivery of all major events including Event Risk Assessments, stewarding plans and Event briefings. • Fulfil role of Deputy Match Day Safety Officer – training to be provided if needed. • Post event procedures including correspondence with event stakeholders. • Lead on all match day accident investigation ensuring recommendations are implemented.



Club Policy's	<ul style="list-style-type: none"> • Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. • Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole. • To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work. • To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety • Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.
Person Specification	
Essential	<ul style="list-style-type: none"> • Proven experience in the practical application of Health and Safety Systems. • High administrative competence. • Ability to interact and represent the club in a multi-agency environment. • Knowledge of legislation relating to crowd safety and associated regulations. • Recognised Health and Safety Qualifications (i.e. NEBOSH General Certificate, IOSH Membership) • Achieved, working towards or willingness to work towards NVQ Level 4 in Spectator Safety
Benefits	<ul style="list-style-type: none"> • 25 days holiday plus bank holidays • Complimentary Medical Insurance & Health Cash Plan • Cycle to Work Scheme • Enhanced Sick Pay

The closing date for this vacancy will be **16th July 2021 at 5pm**

If you believe you have the right mix of skills for this position, please complete the Application Form, available [HERE](#).

As part of our recruitment process, we ask all applicants to complete an Equality Monitoring Survey, available [here](#).

This survey is completely anonymous and will not form part of the recruitment process. We ask that you are honest when completing the survey as it provides us essential information that we can use to be a more inclusive and diverse employer.

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any



form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview