



Job Description	
Job Title	Deputy Safety Officer
Hours of Work	Matchday hours will involve attending all first team match day events held at the Pirelli Stadium and all other events where crowd safety is paramount, for example, academy and reserve team and other event games, UEFA, FIFA events. In addition, you will be required to work weekends and bank holidays.
Location	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
Responsible to	Safety Officer
Responsible for	<p>Ensure the safety of employees and visitors at the Pirelli Stadium. Working closely with the Safety Officer, supervisors and safety team to establish suitable systems and controls for safety and security of spectators and all others who visit the stadium. Ensure that the stadium meets the legislation and regulation requirements to enable all events and activities to take place in a safe and controlled environment.</p> <p>To supervise the Safety Team Stewards and Supervisors, the role will also include overseeing the safety of facilities and Health & Safety.</p>
Contractual Status	Permanent
Duties & responsibilities	<ul style="list-style-type: none"> • Responsible in supporting the Safety Officer for managing, planning and delivering a safe facility for visitors at the Pirelli Stadium. Attending all first team games and other various events which require the services of our Safety Team which are held at the Pirelli Stadium and to be directly responsible for the direction of ground staff and stewards engaged in ground safety operations and maintain an efficient communications system ensure systems and all tasks ready for the daily operations. This responsibility ensures thorough delivery to departmental managers and is extended to stewards, security, police, paramedics and first aiders. • Compliance with current 'Guide to Safety at Sports Ground', known as the Green Guide and ensure the Safety Certificate and the Stadium Safety Policy are adhered to including contributing professional advice to the club on all issues affected by the Green Guide and future health & safety legislation, co-ordinating and monitoring and advising upon safety matters affecting the stadium together with being responsible for preparing any relevant risk assessment/corrective action lists. • To be responsible for relevant site Health & Safety policies, together with any relevant reviews and training that may be required, and keeping records and database logged and updated. • Be responsible for investigating, on an on-going basis, any issues that are reported to assist the management, in the control of the related costs and budgets associated with Match day/Event Costs, including





	<p>Safety Management, Stewards, Security Agencies, Police, Paramedics and First Aiders.</p> <ul style="list-style-type: none">• To produce and deliver regular match day/event safety expenditure information to Management.• To procure through 'agencies', a number of trained stewards to ensure the full quota of stewards are in attendance at each match/event in compliance with the Clubs General Safety Certificate• Maintaining full records for all documentation to support Safety Certificates and Health & Safety issues and keep relevant managers up to date of changes and amendments.• Undertake risk assessments where required and to maintain records of documents. Ensure safety and risk are considered within all projects and to take active leading role in safety & risk management and assist in the Fire Risk Assessment survey of the stadium.• Ensure full compliance of legislations including fire safety, disability discrimination, all safety at sports ground, and civil contingencies legislation• To be responsible for the supervision of the Steward Supervisors, Safety Team Stewards and Turnstile Supervisor and operators• Liaise with the Football Secretary and Commercial Director on administrative duties and all matters connected with ground safety• Report and liaise with the maintenance team concerning maintenance work within the stadium, and together with Groundsman on matters within the facilities department and make any necessary arrangements for procurement/hire equipment or maintenance as necessary (excluding pitches)• Support in acting as Liaison Officer with all emergency services in the event of an unforeseen incident, and Medical Practitioner, including St. John Ambulance staff to ensure adequate medical provisions are available. This will also include to liaise on behalf of the club with the emergency services including Police, fire and ambulance services and any other body relevant to safety at the Pirelli Stadium• Attend safety team meetings as required including meetings with the Safety of Sports Grounds Advisory Group, SAG and all other associations as and when requested to do so• Lead by example toward all staff, and take responsibility for the selection, provision of training and development and performance reviews for all safety team stewards employed by the club, ensuring appropriately trained in all aspects of their role, and evaluating their performance and initiating any changes of emphasis that may be required. Ensure all staff are fully trained and aware of:<ul style="list-style-type: none">• Action to take in event of fire or other emergency• Basic First Aid• Contingency plans• Safety and Health & Safety policy statement
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- Supporting and assisting the Safety Officer in the following, and not limited to:

Structural:-	Barriers Advertising boards Maintenance
Mechanical:-	Water storage Drainage Plant Landscaping
Electrical:-	Lighting Emergency light PA Voice activation Generator
Health & Safety:-	RIDDOR Health and Safety Act – legislation Contractors Safety Audits

- ensure environmental health requirements are met in all food preparation areas, particularly kitchen and snack bars
- ensure appropriate statutory records for all club properties are maintained
- arrange extinguisher planning and maintenance for all club properties:
- contract preparation / planning
- budget management (planning and maintenance) for all club properties
- arrange cleaning programme for all club properties
- ensure appropriate liaison with:-
 - Outside caterers / others
 - Contractors
 - Commercial
 - TV
 - Scaffolding
 - Temporary structures
- attendance at meetings
- compliance with all health, safety and event related legislation
- support and back up to other club management
- prepare method statements, as necessary
- specialist team for match day
- arrange PAT testing at all club properties
- arrange permit to work
- constantly monitor and recommend to Executive of club ways to improve the efficiency of the stadium and all of its facilities

RESPONSIBILITIES

The Deputy Safety Officer will support the Safety Officer 24 hours before each event, in ensuring that the following is carried out:

- that defects reported upon at the previous match have been rectified by the appropriate department
- that the fire warning and automatic detection systems are tested and action taken to rectify any faults by Maintenance Engineer
- by means of a physical inspection of the ground, that there are no hazards to spectators





BEFORE EACH EVENT

The Deputy Safety Officer will support the Safety Officer in:

- Liaise with the police match day commander to ensure:
- that procedures are in force for identifying the sections of the ground to which spectators may be admitted
- that strategic gates are identified and staffed by stewards, before spectators are admitted to the ground
- that sufficient trained stewards, or police officers, are in position to monitor and prevent overcrowding of spectators in any areas within the ground
- that the computerised spectator counting system and monitors are fully operational and that, in the event of a malfunction, there is a manual counting system that can immediately be introduced.

Ensure:

- that the Senior Stewards have sufficient trained stewards available, together with sufficient supervisors, positioned as prescribed in the Safety Certificate
- that all stewards are fully briefed on their duties and what is expected of them during the event
- that sufficient trained stewards are provided and positioned to effect a safe and orderly evacuation of supporters in the event of an emergency
- that all staff know the location of the central control point, who is in charge of safety on the day and the line of communication.

Inspect the ground to ensure:

- that there are no stored combustible or hazardous materials that could present a danger to supporters
- that there are no materials that could be used as missiles
- that all ingress and egress routes within the ground are clear of obstructions, and that the surface does not present a hazard to spectators
- that all exits are unobstructed
- that all gates open easily and that any drop bolts locking devices prescribed in the Safety Certificate are functioning correctly
- that copies of the Stadium Regulations are displayed within the ground
- that all exit and directional signs are in place and in a reasonable condition.
- Ensure that the following equipment and/or systems are tested and where necessary faults rectified:
 - the public address system
 - loud hailers
 - temporary lighting
 - fire fighting equipment
 - any telephones that are normally staffed during the time the ground is open to the public but are not used for frequent communication
- Ensure:
 - that a sufficient number of trained first aid personnel are available
 - that the first aid equipment and materials are in accordance with provisions of the Safety Certificate.

DURING EACH EVENT

The Deputy Safety Officer will:





- be in attendance at a central point when an event takes place. The sole duty of that person during the course of the event will be that of safety, and he or she will be easily identifiable
- monitor stewarding levels on match days to ensure effective and equitable distribution of staff commensurate with the Safety Certificate
- assume responsibility, on behalf of the club on match days, for spectator safety; acting in full co-operation with the emergency services.

AFTER EACH EVENT

The Deputy Safety Officer will:

- ensure that all litter and combustible waste, or other materials, are cleared from the ground
- have the ground inspected to ensure it is free from signs of damage that might be of potential danger, and, as appropriate, ensure that any action is taken to rectify any faults found.

ANNUALLY

The Deputy Safety Officer will:

- ensure that a detailed annual inspection of the ground for signs of damage which may create a potential danger to members of the public. Such an inspection will be visual and include boundary walls, fences, gates, elements of structure, and all safety installations. Any defects found will be recorded and action taken to rectify them as soon as possible
- arrange for a visual check of all handrails for 25% to be tested (i.e. all elements should be tested at least once every four years), together with all other testing required by the Safety Certificate.

CONTINGENCY PLANS

The Deputy Safety Officer will:

- in association with the police and other emergency services, produce plans to cover various contingencies up to and including the evacuation of the ground, or any individual part of it
- to test the contingency plans by way of an exercise
- review all contingency plans before the start of each season and immediately following any alteration to the ground or changes in the club's operating procedures.

TRAINING

The Deputy Safety Officer will ensure that all staff who are on duty for matches are trained in:

- the action to take in the event of fire or other emergency
- basic first aid
- the club's contingency plans
- the club's safety policy

RECORDS

The Deputy Safety Officer will ensure that records are maintained of all safety tests and/or inspections carried out in the ground. In addition, he or she will keep records of:

- the number of spectators attending each match
- the weather conditions at each match
- all reported injuries to any spectator





	<p>All records must be kept at the club's premises and be available for inspection by any duly authorised person.</p> <p><u>GENERAL</u></p> <p>The Deputy Safety Officer will:</p> <ul style="list-style-type: none"> • keep under constant review the club's safety police statement and the job description • bring to the attention of the Board of Directors in writing any matters which it is felt would lead to an improvement of spectator safety. <p>This list is not exhaustive and all employees may be required to undertake any other duties as may be reasonably requested</p> <p>This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation</p> <p>All employees may be required to undertake any other duties as may be responsibly requested</p> <p><u>Equality & Safeguarding</u></p> <p>Burton Albion are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.</p> <p>Burton Albion are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in club activities is of the upmost importance. The club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority</p>	
Qualifications:	NVQ Level 4, or working towards, Event Safety Management. First Aid at Work (certification valid)	Essential Essential
Experience:	Minimum of 3 year's experience within stadium environment in a Supervisory or management role Experience in a venue capacity of more than 5000 Experience of enrolment of new staff	Essential Essential Desirable





	Health & Safety Training Certificate	Essential
Skills & Knowledge:	Excellent understanding of written English and able to communicate effectively and efficiently	Essential
	Be prepared for continuous training and attending meetings with outside bodies as and when required	Essential
Qualities:	Excellent Communication Skills	Essential
	Appearance & personal hygiene	Essential
	Excellent timekeeper	Essential
	Possess a 'can-do' attitude and be a proactive team player	Essential

