

## JOB DESCRIPTION

<b>Job Title:</b>	Safety Officer
<b>Based at:</b>	The Riverside Cricket Ground , Chester-le-Street. Occasional work at other cricket grounds in the county during the season.
<b>Position reports to:</b>	Director of Operations
<b>Reports:</b>	Deputy Safety Officer Event day supervisors and stewards and any hired security staff
<b>Key working relationship:</b>	Head of Facilities Head of Events and Catering Chief Medical Officer ECB Head of Safety and Security

### Job Purpose:

- To assume overall control of operational safety management issues on an event day, and on non-event days to be a principal adviser to the ground management on safety issues.
- To ensure all events at the Riverside are operated safely and in line with Club policy and procedures and the requirements of the Club's Safety Certificate.
- To liaise with all stakeholders involved in the safe operation of events at the ground and ensure there is a joined-up approach to safety.
- To be the key point of contact for the governing body, local authority and other event safety bodies on all matters relating to event safety at the venue.
- To develop and maintain appropriate health and safety standards and policies for the year-round operation of the club and facilities in conjunction with the Head of Facilities.

### Core Responsibilities

- To assume overall responsibility for event safety at the Riverside and to undertake all necessary tasks to achieve this.
- Fulfil the role of Event Safety Officer for all major events, ensuring that all measures for managing crowds prescribed in the Operations Manual are followed.
- Engage sufficient stewards for each match day in line with anticipated attendances and meeting required operating standards and requirements.

- Identify the equipment, permanent staff, safety management personnel, stewards and others necessary to monitor, direct, guide, manage and assist spectators during specified events and activities.
- Brief the Deputy Safety Officer appropriately for any match where they are the lead.
- Conduct an annual review of the Security Operations Manual and update in line with best practice and any changes to legislation, ensuring, in conjunction with the Head of Facilities, that this dovetails with the Club's Health and Safety Policy and Health and Safety Manual.
- Be the main representative of Durham Cricket at the Safety Advisory Group and Medical Advisory Group meetings and be the lead on all safety and security matters.
- Be the first point of contact for the local authority in relation to all event safety matters, including pre-event and event inspections and also the annual venue audit inspection. Take responsibility for all remedial actions arising from any of these inspections.
- Be the point of contact for the England and Wales Cricket Board (ECB) and liaise regularly with the ECB Head of Safety and Security on all aspects of venue safety and security.
- 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.
- Produce annual capacity calculations in accordance with the guidance set out in the prevailing edition of the Guide to Safety at Sports Grounds after conducting all the necessary risk assessments, and review calculations after any structural changes made at the venue and/or after any incident that involves implementing emergency plans.
- In conjunction with the Head of Facilities, produce and maintain a schedule of inspections and testing of structures, equipment and systems necessary to ensure the safe operation of the venue.
- In conjunction with the Head of Facilities, develop and maintain a set of policies and procedures for the safe operation and management of events and personnel in and around the venue on event and non-event days, including work undertaken by suppliers and contractors on the venue premises.
- Develop and maintain venue contingency plans and implement a programme of exercises to ensure emergency procedures are fit for purpose and staff are familiar with roles expected of them.
- Organise the recruitment, training and management of all event day stewards, including where necessary implementation of a selection process to recommend 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.

- Prepare an annual budget for stewarding and medical provision at all matches at the ground. Review this against specific match planning and reconcile against actuals.
- Liaise with all relevant external organisations regarding the safe operation of events, including police, medical, local authority and other emergency services.
- Maintain a network of contacts within event safety to include safety practitioners from other sporting clubs in the region.
- 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.
- To ensure all Safety and Security standards contained in the Club's County Partnership Agreement (CPA) with ECB are met.
- To ensure any concerns regarding the safe operation of events at the Riverside are raised with the Operations Director and Chief Executive.

**Qualifications and experience**

- NVQ Level 4 diploma in Spectator Safety Management or equivalent qualification or Level 3 and working towards Level 4 (essential)
- Valid First Aid at Work certification (desirable)
- NEBOSH General Certificate (desirable)
- Documented experience of working at a sports venue(s) with large numbers of spectators as a Safety Officer or Deputy Safety Officer or similar experience
- Understanding of the requirements of The Green Guide and related SGSA publications