



JOB DESCRIPTION

Job Title	Safety Officer
Hours of Work	<p>Matchday hours will involve attending all first team match day events held at the 'The Weston Homes Stadium' and all other events where crowd safety is paramount, for example, U21's and U18's and reserve team and other event games, UEFA, FIFA events that are held at the stadium.</p> <p>In addition, you will be required to work weekends and bank holidays when Peterborough United have a fixture. Hours will be full-time *Will consider Part time for the right candidate.</p>
Location	The Weston Homes Stadium, London Road, Peterborough
Responsible To	Chief Executive Officer
Responsible for	<p>To be responsible for all stadium safety & compliance documents in ensuring the safety of everyone visiting the Weston Homes Stadium.</p> <p>Working closely to establish suitable systems and controls for safety and security of spectators and all others who visit the stadium on a match day.</p> <p>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>
Duties	<ul style="list-style-type: none"> • Responsible for managing, planning, and delivering a safe event for visitors at the Peterborough United Weston Homes Stadium. Have overall ownership and responsibility for all first team games and other various events including concerts. • To be directly responsible for the direction of stewards engaged in ground safety operations and maintain an efficient communications links ensuring systems and all tasks are ready for the match day operations. This responsibility ensures thorough delivery to departments and is extended to stewards, security, paramedics, first aiders and external partners. • Compliance with current '6th Edition of the Green Guide - Safety at Sports Ground' and ensure the Safety Certificate and the Stadium Safety Policy are adhered to. • Suggest, record, and offer professional advice to the club on all issues affected by the Green Guide and future health & safety legislation. • Responsible for preparing individual match day risk assessment documenting the known risks, deployments, and mitigations. • Maintain and update Stadium Event Assessments which relate to Match Day Safety. • To be responsible for relevant Health & Safety policies, together with any relevant reviews and training that may be required, and keeping records and database logged. • Be responsible for investigating, on an on-going basis, any issues that are reported to assist the senior management team relating to Match Day Safety.

	<ul style="list-style-type: none"> • Set and manage costs and budgets associated with Match Day/Event Costs, including Safety Management, Stewards, Security Agencies, Police, Paramedics and First Aiders. • To produce and deliver regular match day/event safety information. • To procure through 'agencies', a number of trained stewards to ensure the full quota of stewards attend 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 departments up to date of changes and amendments. • Manage risk assessment systems and to maintain records of documents. Ensure safety and risk are considered within all projects and to take active role in safety & risk management. • Ensure full compliance of legislations including fire safety, 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 Club Secretary on administrative duties and all matters connected with first team and director requirements. • Act as Liaison Officer with all emergency services in the event of an unforeseen incident, and Medical Practitioner to ensure adequate medical provisions are available. We seek a dynamic approach to medical deployment in line with the Green Guide requirements and Ticket Sale expectations. • The role 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 Weston Homes Stadium. This may involve attending Police Commanders planning meetings either in person or via Teams/Zoom. • Attend safety team meetings as required including meetings with the Safety of Sports Grounds Advisory Group, SAG, and all other associations as and when required. • Responsibility for the selection, provision of training and development 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, for example but not limited to: <ul style="list-style-type: none"> ○ Action to take in event of fire or other emergencies. ○ Basic First Aid ○ Contingency plans ○ Safety and Health & Safety policy statement ○ Prepare method statements, as necessary. ○ Monitor and recommend ways to improve the efficiency of the stadium and all of its facilities.
Responsibilities	<p>The Safety Officer will, 24/48hours before each event, ensure:</p> <ul style="list-style-type: none"> • that defects reported upon at the previous match have been rectified by the appropriate department. • Ensure of review Pre-Match Electrical and Fire Alarm checks (completed by an external partner). • Physical inspection of the ground ensuring that there are no hazards to spectators and record and share the findings and share with the Operational Manager. <p>BEFORE EACH EVENT</p> <p>The Safety Officer will:</p> <ul style="list-style-type: none"> • Liaise with the police match day commander or designated football officer. • ensure that procedures are in force for identifying the sections of the ground to which spectators may be admitted. • that strategic entry gates are identified and staffed by stewards/turnstile operators 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. • CCTV systems are checked.

- Operational staff have information provided to them prior to the event.
- Ensure briefing documents are created and shared prior to the day of the event.
- Brief Match Officials Electronical.

ENSURE:

- that 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 affect 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.
- A dynamic approach to static stewarding/SIA/Turnstile Operator deployments needs to be considered and recorded. No two fixtures are the same and the candidate must be able to display some flexibility.

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
 - firefighting equipment or fire marshals.
 - any telephones and communication links are operational and being monitored.
- That a sufficient number of trained first aid personnel are available using the club's medical provider only.
- that the first aid equipment and materials are in accordance with provisions of the Safety Certificate.
- First Team medical provisions have been met.
- Safeguarding concerns are raised with the relevant persons.

DURING EACH EVENT

The Safety Officer will:

- be in attendance within the Event Control Room when an event takes place. The sole duty of that person during the course of the event will be that of safety and 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 Safety Officer will:

- 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.
- The stadium is checked prior to closure for any items of interest.
- De-briefs are conducted.
- All event notes are recorded, and match day data is collected/recorded.

- Players (both teams) and First Team Managements safety is maintained at all times until they leave. This is also the case with PGMOL Match Officials.

ANNUALLY

The 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. These findings should be recorded and shared with the Operational Manager.
- Any defects found will be recorded and action taken to rectify them as soon as possible.
- All event related documentation should be reviewed and updated where necessary.
- Any improvements should be discussed with the local Safety Advisory Group Chair and SGSA Inspector making sure that the requirements are in agreements with the latest legislation.

CONTINGENCY PLANS

The 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.
- Test, review and update Counter Terrorism Plans and maintain a relationship with the CTSA Officers.

TRAINING

The 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 situations.
- basic first aid as per the Green Guide requirements
- the club's contingency plans
- the club's safety policy
- Safeguarding
- EDI matters

RECORDS

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

- the number of spectators attending each match
- number of home and away spectators
- Incidents (Spectator behaviour, ejections, rejections, arrests etc).
- Staffing levels.
- Fixture grading, time, date, and fixture type (club, league 1, U21's etc).
- All reported injuries to any spectator.
- Safeguarding matters.
- EDI matters.
- Kick if out matters.

All records must be kept at the club's premises and be available for inspection by any duly authorised person.

GENERAL

The Safety Officer will:

- 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 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>Qualification</p>	<ul style="list-style-type: none"> • NVQ Level 4, or Level 3 and working towards Level 4 or Safety Management qualification (Essential). • Level 5 in Event Safety Management is desirable. • First Aid at Work (certification valid)
<p>Experience</p>	<ul style="list-style-type: none"> • Minimum of 3 years' experience within stadium environment in a Stadium Supervisory or Stadium/Event Venue management role, or organisational relevance to football & management of spectators. • Experience as Safety Officer or deputy for a venue capacity of more than 5000. • Experience of enrolment of new staff and managing a team. • Health & Safety L2 Training Certificate Health & Safety L4 preferable