



JOB VACANCY

JOB TITLE Health & Safety Supervisor
DEPARTMENT Operations

RESPONSIBLE TO Operations Manager

LOCATION Swansea.com Stadium, Swansea SA1 – travel to other sites will also be required.

SALARY Competitive

BENEFITS 25 days holiday plus bank holidays
Health Cash Plan and Medical Insurance
20% off Store Merchandise
2 Home Fixture Tickets
Discounted Hospitality Packages
Cycle to Work Scheme

CONTRACT Permanent / 40 hours per week / flexible working pattern including match days

ROLE RESPONSIBILITIES

General Health & Safety

- Day to day 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.
- Assist with the development and maintenance of 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
- Assist with 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



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- Maintain the First Aid system – revising risk assessments, updating the register and departments, train staff on the procedures
- Maintain a register of compliance and track action logs
- 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
- Assist on all other Health and Safety matters i.e., homeworking assessments, PPE requirements, DSE assessments.

Event Day Safety and Security

- 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.
- Assist with match day accident investigation ensuring recommendations are implemented.

PERSON SPECIFICATION

- 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

CRIMINAL RECORD CHECK REQUIREMENT

This role is subject to DBS checks



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GENERAL STATEMENT

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.

SAFEGUARDING & WELFARE

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).

The Company may also conduct online searches of candidates who have been shortlisted as part of its safer recruitment procedures. Appropriate references will be required.

EQUALITY, DIVERSITY & INCLUSION STATEMENT

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 individuals from diverse ethnic communities who are currently under-represented within the organisation.

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

HOW TO APPLY

Please complete an Application Form, available [HERE](#). If you require the application form in an alternative format, please email jobs@swanseacity.com

The closing date for this vacancy will be **12th July 2024**.