

Wolverhampton Racecourse

Position:	Safety Officer
Reporting to:	Executive Director Wolverhampton Racecourse
Responsible for:	Event day Safety and Security
Contract type:	Full Time
Hours of work:	40 hours per week

About the role: All Our Racecourses have a senior manager responsible for the day-to-day management of the site. On race days there is a requirement for a Qualified Level 4 in spectator safety management Safety officer (Event safety officer) to manage the safety of the event. You will be involved in advance planning of stewarding, security and crowd medical cover in line with the requirements of the safety certificate, alcohol premises licence and the 6th edition of the Sports Ground Safety Authorities Green Guide.

Key responsibilities for the role will include: -

- Responsibility for managing and informing all safety arrangements with the site and be in attendance at an ARC Racecourse/Greyhound Stadium for all Safety Certificate licensed events. Work with the Racecourse/Greyhound senior management to plan and deliver the correct levels of stewarding and security personnel. Managing and reporting health, safety and security incidents and ensuring the safe running of all events using our pre-event paperwork and pre-event checks, during and post events checks.
- Overall control of event day operational safety management issues at licensed events and you will have no other responsibilities at these events. The Safety Officer will have a direct line of communication with the Safety Certificate Holder and the Executive Director/General Manager.
- For opening and closing the event to the public.
- Managing the transition from Horse racing to Greyhound racing if it is scheduled on the same day.
- Leading in the event of an incident/evacuation or the enactment of the emergency plan.
- De-briefing the operation.
- Investigation and reporting of all incidents and accidents that take place during the event for which you are the nominated safety officer. This also includes any pre insurance claim reports.
- If you are the nominated safety officer you will also jointly represent the venue on the Local Authorities Safety Advisory Group.
- Have a good understanding of the rules for the integrity of each sport.

Key Performance Indicators:

1. *Compliance with steward and security staff to crowd ratios.*
2. *Maintaining costs within budgeted parameters*
3. *Customer feedback on effective event safety delivery*
4. *Effective undertaking of key duties*
5. *Integration of the Protection of property Act (Martyn's Law)*
6. *Engaging equally with all staff from Horse Racing and Greyhound racing.*

Other

To comply with all Health and Safety procedures associated with the racecourse at all times. This relates to:

- BJHA rules of Horse Racing.
- Comply with all matters relating to the GBGB Greyhound rules.
- Standards and procedures of correct working practices
- The completion or review of risk assessments where appropriate
- On the day COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- proper care of equipment used to prolong its life
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

Qualifications

- Minimum of an IOSH Managing Safely
- NVQ Level 4 in Spectator Safety
- Have at least 2 years relevant experience in event operational and strategic health and safety
- Successfully completed the ARC Safety Officer training course.

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee..... Date.....

Signed by Line Manager..... Date.....