



Department	Stadium
Job Title	Safety Officer
Salary	£14,300 p/a
Contract type	Part time, permanent
Hours	25 hours per week The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends and such hours as necessary
Responsible for	Deputy Safety Officer and Stewarding Team
Responsible to	Stadium Manager, Head of Operations, Chief Executive.
Location	Sincil Bank, Lincoln LN5 8LD
Regular working hours	Office hours are Monday to Friday 9.00am – 5.30pm. The post holder is to expected to work regular weekends and unsocial hours as part of an irregular working pattern. Annual leave is strictly restricted within key days, including but not exclusive to home fixtures.

Purpose of the post:

To ensure, as far as reasonably possible, the safety of everyone attending events at Lincoln City Football Club, Sincil Bank Stadium, Lincoln, in accordance with the Safety Certificate terms and conditions and the Club's Policy

Statement of Spectator Safety. The post holder shall have no other duties on a match day, other than those involved in the execution of the role of Safety Officer.

Disclosure and Barring Service (DBS)

This role has been assessed by the Senior Safeguarding Manager and due to the nature of this post, the post holder will be required to undertake an Enhanced with barred lists DBS check.

As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions at the time of application.

Key Duties and Responsibilities:

- Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Safeguarding Policy, Diversity and Equality Policy, Equal Opportunities Policy, Financial Regulations Policy and Social Media Policy;
- Assume responsibilities on behalf of the Club and the Chairman of the Board of Directors for the provisions of the General Safety Certificate issued by Lincolnshire County Council and the Club's Policy Statement on Spectator Safety;
- Continually review all stewarding at Sincil Bank Stadium and make appropriate recommendations to the CEO for corporate consideration;
- Assume responsibility for the provision of training and assessment for all Stewards employed at the Club;
- Act as the representative of the Club in regular consultation with senior members of the Lincolnshire Police, Lincolnshire Fire Service and East Midlands Ambulance Service, Lincolnshire County Council and The Football Licensing Authority on matters associated with the safety and security of spectators;
- Represent the interests of the Club and attend all Safety Advisory Group meetings of Lincolnshire County Council;
- Act as the Club Liaison Officer with the "Emergency Services" in the event of an unforeseen incident, ensuring that the CEO and Safety Manager is kept fully informed of any developments;
- Evaluate the performance of the Deputy Safety Officer, Assistant Safety Officer, Chief Stewards, Senior Stewards, Stewards and any specialist Stewards and initiate any action that may be required;
- Co-ordinate, monitor and advise upon all safety matters affecting the Stadium;
- Monitor stewarding levels on a match day to ensure effective and equitable distribution of staff commensurate with the General Safety Certificate;



- Liaise with the Safety Manager and CEO on any new legislation and safety related advice affecting the Club and arrange for implementation;
- Maintain a close liaison with the local Fire Prevention Officer regarding fire safety at the Stadium and ensure the fire safety instructions are adhered to;
- Be aware of the requirements of all Sports Grounds legislation, the Green Guide and other advisory documents, the Safety Certificate, the licence issued by the Football Licensing Authority and ensure compliance;
- Assume control on behalf of the Club on match days at Lincoln City Football Club Sincil Bank, Lincoln, for spectator safety and security, acting in full co-operation with Lincolnshire Police;
- Assume responsibility with the CEO on behalf of the Club for the joint Statement of Intent agreed with Lincolnshire Police;
- Ensure all conditions of the General Safety Certificate are fully complied with. In the event of any non-compliance for any reason the Safety Officer will inform the Safety Manager, CEO and Lincolnshire County Council as soon as possible.

24 hours before each Event:

Ensure:-

- That any defects reported at the previous fixture have been rectified;
- That the fire warning and automatic fire detection systems are tested and action taken to rectify any fault found;
- That all communication systems are functioning correctly and action taken to rectify and faults found;
- By means of a physical inspection of the ground that there are no hazards to spectators.

Before each Event:

1. 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 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 malfunction, there is a manual counting system that can be immediately introduced.

2. Ensure:-

- That there are sufficient trained Stewards available, together with sufficient Supervisors, positioned as prescribed in the General Safety Certificate;
- That all Stewards are fully briefed, having written instructions of their duties and what is expected of them during the event (the briefing should include details of the anticipated number of supporters expected to attend the match, together with an indication of any possible conflict that may arise between home and away supporters);
- That sufficient trained Stewards are provided and positioned to effect a safe and orderly evacuation of spectators in the event of an emergency;
- That all staff know the location of the Stadium Control Room, who is in charge of safety on the day and the line of communication with the Stadium Control Room.

3. Inspect the Stadium to ensure:-

- There are no stored combustible or hazardous materials that could present danger to spectators;
- That there are no materials that could be used as missiles;
- That all ingress and egress routes within the Stadium are clear of obstructions and that the surface does not present a hazard to spectators;
- That all exit gates are unobstructed;
- That all gates open easily and that any drop bolts or securing devices prescribed in the General Safety Certificate are functioning correctly;
- That copies of the ground regulations are displayed at all entrances to the ground;
- That all exit and directional signs are in place, are in a reasonable condition and illuminated (if appropriate).



4. Ensure that the following equipment/systems are tested and where necessary faults rectified:-

- CCTV system;
- The public address system (test at each operating point);
- Loud hailers;
- Steward radio system;
- Temporary lighting;
- Fire fighting equipment;
- Turnstile monitoring system;
- Any equipment provided by the Club for use by the Emergency Services (to be tested in liaison with the relevant service).

5. Ensure:-

- That the medical support personnel as required by the General Safety Certificate are available;
- That the first aid room, equipment and materials are in accordance with the provisions of the General Safety Certificate.

During each Event:

- The Safety Officer or an appointed deputy should be in attendance at the Stadium Control Room. The sole duty of that person during the course of the event shall be that of safety.

After each Event:

- Ensure that all litter and combustible waste or other materials are cleared from the ground;
- Inspect the ground 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;
- Liaise with the Police and other services to ensure any lessons from the event are considered for future fixtures.

Mid-season:

- Check the stewarding arrangements to ensure that there are sufficient Stewards available and that they have, or will, all receive the appropriate training.

Annually:

- Carry out 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 should be visual and include boundary walls, fences, gates, elements of structure and all safety installations. Any defects found must be recorded and action taken to rectify them as soon as possible;
- Arrange for a visual check of all handrails and 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 General Safety Certificate;
- Provide as required by Lincolnshire County Council copies of all records of tests/inspections maintained as required by the General Safety Certificate.

Contingency Plans:

- In association with Lincolnshire County Council and the Emergency Services, produce plans to cover various contingencies up to and including the evacuation of the ground, or any individual part of it. These plans should not be confused with the Police, Fire Service and Ambulance Service's own major incident plans. Matters to be covered can include power failure, emergency communication, procedures for sounding the alarm and fighting fires, the evacuation of spectators including the disabled, the treatment of casualties and procedures for the assumption of operational control by the Police;
- Test the plans annually 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:

1. Ensure that all staff who are on duty for matches receive training in or are made aware of, as appropriate:-
 - Their duties as Stewards, Turnstile Operators, Car Park Attendants and any Specialist Safety Personnel;
 - The action to be taken in the event of fire or other emergency;
 - Basic first aid;
 - The Club's contingency plans;
 - The Club's Spectator Safety Policy and Health and Safety Statements.

Records:

- Ensure the maintenance of records of all safety tests and/or inspections as required by the General Safety Certificate.
- All records shall be kept at the Club's premises and be available for inspection by any duly authorised person.

General Duties:

- Act always with utmost good faith to the Club, Foundation and the Company
- Devote full attention and ability to fulfilment of the duties required by the role
- Other duties as reasonably requested by a member of the senior management staff.
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Lincoln City Football Club and Foundation to extend knowledge and skills in order to identify and develop best practice
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Active participation on continuing professional development and the appraisal process
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always
- To cover as and when required at other departments within Lincoln City Football Club and Foundation
- To safeguard and promote the welfare of all children, young people and adults at risk
- To be vigilant and support all safety and security operations
- To recognise commercial opportunities across all products within Lincoln City Football Club and Foundation
- Promote the brand identity and increase Lincoln City fanbase throughout
- To support the Lincoln City Football Club green energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive

Important information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Lincoln City Football Club and Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.



Personal Skills/Characteristics	Essential	Desirable
Experience		
Experience of working to a budget	X	
Team working experience i.e. working within a team and co-ordinating team members	X	
The candidate should be able to demonstrate knowledge required and examples of where they have worked within an environment where they have held responsibility for safety within	X	
Qualifications and training		
A minimum of level 4 NVQ in Spectator Safety Management	X	
A recognised Health and Safety qualification	X	
A recognised course in Counter Terrorism	X	
A recognised qualification in health and safety management, e.g. IOSH/NEBOSH	X	
A course in Public Safety	X	
Special skills and knowledge		
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X	
Proficient in use of Microsoft Office systems eg Office, Excel, Access and PowerPoint or equivalent system	X	
Strong writing, language and proof-reading skills	X	
Personal qualities		
Positive attitude	X	
Excellent written and verbal/presentation communication skills	X	
Ability to prioritise and meet deadlines	X	
Personal circumstances		
Ability and willingness to work outside normal hours, including evenings and weekends	X	
Ability to travel independently	X	

The 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. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City Football Club and Foundation is an equal opportunities employer.