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| Function: | | Health & Safety | |
| Position: | | Health Safety Environment & Quality Senior Manager | |
| Job holder: | |  | |
| Date (in job since): | |  | |
| Immediate manager  (N+1 Job title and name): | | Catering Services Director, Fulham FC | |
| Additional reporting line to: | | Laura Steel, Head of HSEQ & Risk, Sodexo Live! (Dotted line) | |
| Position location: | | Fulham Pier | |
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| **1. Purpose of the Job** – State concisely the aim of the job**.** | | | |
| * To support Fulham’s operational management and front-line team members, to be compliant with Sodexo UKI’s HSEQ Policies and Food Safety Policy. * Drive continual improvement in HSEQ culture and performance through implementing and embedding Regional and Segment initiatives and campaigns as appropriate. * Provide technical and legislative support to all the above teams which deliver various soft services. * Responsible for several KPIs – i.e. Safety Training delivery, accident & near miss reporting and investigation including safety net reviews and Root Cause analysis, reporting any investigations of food incidents, internal audits. * Responsible for maintaining and developing systems which ensure that risks are being managed in accordance with legal, statutory and contractual requirements. * Line management responsibility of the Health & Safety Manager | | | |
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| **2. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | |
| Characteristics  Sodexo Live! | * Over 76 employees and 588 casual workers * Annual revenue of £16million | | |

Draft. Version: 27-03-2014

**Job Description:**

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| **3. Organization chart** –Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Implement and embed Sodexo HSEQ policy and procedures on site to ensure compliance with best practice and legislative requirements. * Develop and maintain compliance management system, ensuring that documents are appropriately filed for the site in accordance with the Document Management system (DMS) records retention requirements and that support the Corporate Certifications for ISO9001; ISO14001 and ISO45001. * Develop site specific risk assessments with the operations teams, ensure these are up to date and support communication to the operations team. * Develop and implement safe systems of work for tasks undertaken across site, ensuring compliance with legislation, such as COSHH, manual handling, forklift use, first aid. * Work collaboratively with the client and segment safety teams. * Work with Michelin star chefs to ensure Sodexo policies and procedures are adhered to whilst not impacting the offer. |

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| **5. Main assignments –** Indicate the main activities / duties to be conducted in the job. |
| * **Develop and implement the HSEQ strategy aligned with both Sodexo policies and expectations of the club** * **Act as the primary HSEQ liaison between Sodexo and the club tea**   **Compliance**   * Develop and maintain compliance management systems * In addition to ensuring compliance with the Electrical Safety Policy processes, undertake additional, documented visual checks on portable electrical equipment. * Assist the Executive Chef with the implementation, management and auditing of the UK&I Food & Safety Management Policy. * Manage the Transport Safety Policy on site ensuring that all users are compliant with process. * Ensure Licensing requirements for site activities are identified and processes followed in line with licensing legislation. * Advise on matters relating to HSEQ policies including the obligations and responsibilities of managers and employees, providing comprehensive and practical advice to managers on best practise. * Assist with the implementation of the UK&I waste management policy ensuring that procedures are complied with and that handling, storage, transportation and disposal arrangements are appropriate. * Provide monthly reports on H&S activities and compliance and any non-compliance to the Fulham board. * Assist with EHO inspections. * Assist with the co-ordination of safety requirements for emergency plans and fire drills. * Preparation for audits from internal and external stakeholders. * Assist with Third Party Management: Site level H&S assessment of subcontractors and induction * Manage Sodexo first aid provisions on site ensuring systems are in place to issue, audit and restock * Ensure all site records associated to the SEMS system are retained in accordance with policy and are audited to ensure they are compliant and in date. * Ensure the development, organisation, and fulfilment of risk assessments (including COSHH, DSE & RAMS), their record keeping and review. * Ensure all near misses are recorded appropriately and reviewed to ensure corrective and preventative actions are taken.   **Operational**   * On operational event days, ensure that regular H&S walks are undertaken across site, with a particular focus on high-risk areas. * Ensure effective and immediate resolution of any H&S areas of non-compliance and report on this. * Work with Operational Managers on site to identify any H&S knowledge gaps and organise the relevant training address, paying particular attention to any new starters. * Assist with the governance and auditing process for Food Concessions on site for events and match days. * Present and deliver company Health & Safety training regarding local induction training, workshops and toolbox sessions to ensure compliance and drive improvements and ensure that they are recorded. * To ensure client relationships are maintained, including all internal departments for both Sodexo and ARL, visitors, external clients and contractors. * Chair internal H&S meetings for HODs to drive Health and Safety awareness and improvements, ensuring these are documented and that any action points are completed and documented. * Undertake weekly site audits to ensure safe working procedures are being adhered to and align with the Sodexo HSEQ policies. Ensure audits and any action points are documented and completed within agreed timeframe and recorded on SALUS. * Attend all client H&S meetings, reporting on areas as required within the SLA and also ensure any action points from the meeting are resolved and communicated within agreed timeframe. * Ensure that all accidents, incidents and near misses are reported and investigated in accordance with procedure and that any corrective or preventative actions followed through and recorded within agreed timeframes. Monitor and interpret the statistical data to formulate a meaningful monthly report. * Collaborate with the Fulham H&S team to ensure best practice is adopted across the venue. |

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| **6. Accountabilities** –Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Ensure the implementation and use of the HSEQ section of the Document Management System (DMS) is effectively implemented across all of Fulham, temporary or permanent. * Communicate the requirements of the HSEQ section of the Document Management System (DMS) across the site, including the site Management teams and frontline employees. * Ensure Licensing requirements for site activities are identified and processes followed in line with licensing legislation. * Drive and promote a positive safety culture through all activities carried out. * Interface, both proactively and reactively, with Fulham (the client) HSEQ Manager/Consultants in the promotion of Sodexo’s HSEQ policies, strategies, plans, and risk control arrangement. |
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| **7. Person Specification** –Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential**   * NEBOSH General Certificate or working towards. * Demonstrable working knowledge of QHSE working practices and Food Hygiene and H&S legislation. * Sufficient and relevant experience within a similar sector. * Experience of compliance and audit management systems. * Experience in accident investigation. * Ability to demonstrate effective listening, written and verbal communication skills. * Ability to identity and implement innovative and solutions drive improvements in H&S on site. * Ability to carry out data analysis with sharp attention to detail. * IT Skills – Good working knowledge of MS Office, including: Word create and edit documents and reports Excel – able to use intermediate data analysis tools PowerPoint – intermediate level. * Full UK driving licence. * Ability to organise workloads and to prioritise effectively.   **Desirable but not essential:**   * QSE and/or Auditing qualification and/or experience * First Aid qualification * Forklift license * Member of relevant professional body, for example Chartered Institute of Environmental Health (CIEH), Institution of Occupational Safety and Health (IOSH), etc * Educated to Degree standard |

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| 8. Management Approval – To be completed by document owner |
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| 9. Employee Approval – To be completed by employee |
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