

Job Description:
Safety & Risk Manager

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| Function: | Safety & Risk – Justice |
| Position:  | HMP Bronzefield Safety & Risk Manager(Band B) |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Jonathan FrenchDirector – HMP Bronzefield |
| Additional reporting line to: | Stenia WalkerDeputy Group Head of Safety & Risk – Justice  |
| Position location: | HMP Bronzefield |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Embed, police and enforce compliant delivery of safety, risk and wellbeing priorities by Directors, senior managers, line managers and staff across Sodexo justice sites.
* Deliver improvements in assurances for governance, risk and compliance (GRC) regimes in line with Sodexo / SJS Risk Management strategy and to promote a safety culture supporting corporate priorities viz: ‘Target Zero Harm Every Day: Safe People, Safe Places and Safely Home’ and wellbeing strategy towards “Good Day at Work”
* Using skills to support colleagues, drive consistent operational improvements for Fire, Health, Safety & Wellbeing strategy, management systems, risk assessments with safe systems of work and controls in line with legislative requirements and business objectives/needs across Sodexo Justice Sites, including HMP Bronzefield.
* Through continual improvement, help drive sustainable ongoing reductions in the number and severity of Lost Time Incidents (LTI), Riddor reportable incidents, accidents, injuries and fires across Sodexo and Sodexo Justice Sites, including HMP Bronzefield.
* Carry out the statutory duties of ‘Competent Person’ across Sodexo Justice sites, including HMP Bronzefield in compliance with fire and health & safety legislation.
* To support the HMP Bronzefield Director, the Group Head of Safety & Risk and the Deputy Group Head of Safety & Risk to deliver continuous improvements across SJS in line with the Sodexo / SJS Risk Management strategy.
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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. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Group Head of Safety & Risk – Justice role operates across the Sodexo Global Government & Agency segment with focus on Justice.
* Group Head of Safety & Risk – Justice role will provide business resilience support to other Sodexo areas when appropriate.
* Within the UK, the Group Head of Safety & Risk – Justice role operates across the entire UK Justice arena (Over £200M turnover).
* HMP Bronzefield Safety & Risk Manager role proactively supports the Group Head of Safety & Risk – Justice role and activities across Sodexo and Sodexo Justice sites, including HMP Bronzefield.
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Draft. Version: 27-03-2014

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. 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. |

To be confirmed

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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. |
| * Drives positive safety culture within all SJS departments and amongst staff at HMP Bronzefield to meet: ‘Target Zero Harm Every Day: Safe People, Safe Places and Safely Home’ objectives.
* Improves Wellbeing at Work by promoting the Wellbeing Strategy approach based on PAS3002 to deliver “Good Day at Work”.
* Through local delivery of safety and risk priorities, supports reduction in the number and severity of Lost Time Incidents (LTI), Riddor reportable incidents, accidents, injuries and fires across SJS including HMP Bronzefield.
* Ensures SJS GRC approach integrates BS9997 integrated fire risk management system seamlessly with HMP Bronzefield fire strategy and risk assessments that are effectively communicated to all staff, maintained and kept up to date annually, incorporating BRE/PAS 79 fire risk assessment guidance with compliance with contractual fire evacuation targets.
* Within a broad framework of support for operational colleagues, police and enforce compliant delivery by line managers and staff improvements in assurances for governance, risk and compliance (GRC) regimes across SJS, including HMP Bronzefield.
* As the ‘Competent Person’ to support Safety & Risk Managers, to police and enforce compliant delivery in compliance with legislative requirements by the prison Director (the Responsible Person), the senior management team, line managers and staff.
* Represents and positively promotes SJS on external/regulatory/client forums and at Sodexo Safety & Risk meeting.
* Member of corporate Safety & Risk team, support safety throughout SJS, contribute to delivering the SJS Safety Plan.
* Member of Sodexo SHEQ team with increased focus on environmental management.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * **Visible Senior Management Leadership**
	+ Supports regular tours, inspections, and spot checks to ensure that HMP Bronzefield prison Director, senior management team and line managers are taking appropriate action to control potential hazardous situations / unsafe conditions and are maintaining up to date effective Risk Assessments and Safe Systems of Work.
	+ Provides operational and technical input from a Safety & Risk perspective to the Operational teams.
	+ Represents and positively promotes SJS on external/regulatory/client forums and at Sodexo Safety & Risk meeting.
* **Risk awareness in decision making**
	+ Identifies, manages, controls and reviews safety risks (operational, financial, reputational, compliance, and knowledge and people); and contributes to and supports the Sodexo’s risk management framework and process across Sodexo Justice sites, including HMP Bronzefield.
	+ Drives BS 9997 integrated fire risk management system approach across HMP Bronzefield, monitoring compliance with fire safety legislation, regulations, BRE/PAS 79 Fire Risk Assessment standards and FIA codes of practice for maintenance of fire detection systems across Sodexo Justice sites, including HMP Bronzefield.
	+ Working closely with the HSEQ team, ensuring that the Directors and the senior management teams comply with fire safety legislation and regulations by: ensuring that fire safety risk assessments are up to date; that firefighting equipment is inspected and maintained; that the fire alarm and detection systems are tested; ensuring fire safety audits and inspections are conducted ; reporting as required on fire safety arrangements; ensuring that all sites fire safety training plan for staff is implemented; maintaining fire safety policies.
	+ Working closely with the Directors and senior management teams to ensure that Vendor and subcontractor audits includes auditable safety due diligence reviews, are appropriately timetabled throughout the year and carried out.
* **Employee engagement/participation**
	+ Ensure that the Directors, senior management teams, line managers and staff undertake regular review on the effectiveness of control measures including the validity of risk assessments and safe systems of work across all SJS activities.
	+ When appropriate to assists in the training of SJS personnel in fire, safety, health and risk procedural requirements.
	+ Provide professional supervision, coaching & mentoring of staff to enable their self-development & succession arrangements.
* **Safety culture promotes trust and openness over health and safety**
	+ Supports managers in their promotion of a positive safety culture; reviewing with prison Director and staff 3Checks system (and SALUS) incidents, near misses, accident investigation causes, seven Safety Nets, records and reports; to establish and rectify root causes and prevent recurrence; and ensures that lessons learned are communicated to Directors, senior management teams, line managers and the Group Head of Safety & Risk.
	+ Ensure HMP Bronzefield prison Director, senior management team and line managers properly record and report all incidents including Lost Time Health Cases; and conduct timely investigations on the 3Checks system (and SALUS) for staff incidents to establish and rectify root causes and prevent recurrence; and ensures that lessons learned are promulgated across all SJS activities.
	+ Ensure consistent application and communication of Sodexo SEMS policies, procedures, practices and initiatives by line managers and staff.
	+ Ensure awareness of GRC (Governance, Risk & Compliance workflow) is understood by all managers and workflows are complied with to deliver good practice in HMP Bronzefield.
	+ Develops processes to ensure the delivery and maintenance of a positive safety culture.
* **Learning organisation to drive continual improvement**
	+ Proactively supporting Directors and senior management teams complete regular auditable site safety tours, inspections, Safety Walks and spot checks to ensure full compliance with relevant legislative and company standards within identified timescales and deadlines.
	+ Reports monthly to the Group Head of Safety & Risk on all relevant fire, safety, health and risk management matter and management information data for onward reporting to management reviews and Sodexo.
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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. |
| * **Compliance**
	+ SJ fire strategy and risk assessments are communicated to staff, maintained and kept up to date in accordance with BS 9997 integrated fire risk management system, incorporating BRE/PAS 79 fire risk assessment guidance together with compliance with contractual fire evacuation targets.
	+ Reduction in the number and severity of Lost Time Incidents (LTI), Lost Time Health Cases (LTHC), Riddor reportable incidents, accidents, injuries and fires.
	+ Compliance with legislation and audits, and any IAM (Integrated Audit Management) red actions closed down quickly and effectively.
	+ Maintain Sodexo ISO standard ISOQAR certifications as well as annual BSC 5 star audits, the BSC International Safety Awards and ROSPA Awards.
* **Control**
	+ Ensuring that the prison Director and senior management teams conduct regular auditable site safety tours, inspections, Safety Walks and spot checks.
	+ Maintain effective risk management with a clear safety culture within all departments and amongst staff for: ‘Target Zero Harm Every Day: Safe People, Safe Places and Safely Home’ objectives.
	+ Developing managers and safety champions who are competent and proactive in safety management, providing clear evidence of risks being identified and controlled.
	+ Managers who are trained and proactive in safety management, providing clear evidence of risks being identified and controlled.
	+ Monthly / periodic reporting which accurately reflects progress against targets and milestones with accurate data and trend analysis.
	+ Documented review of policy documents with clear evidence of assessment of needs.
* **Communications**
	+ Good working relationships within SJS and Sodexo teams.
	+ Effective networking with relevant external organisations and regulators.
	+ Knowledgeable, technically competent, and positively engaged line managers.
	+ Professionalisation of the Safety & Risk Team to work across Sodexo global segments
	+ Positive engagement with and feedback from Sodexo and the HSE.
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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**
	+ High performance and outputs achieved with minimal supervision and able to make sound judgements in a politicised environment.
	+ Passion for being proactive and taking ownership for delivery of outcomes: e.g. risk assessments; 3Checks reports; safety tours
	+ Confident at effective planning and organisation: e.g. action plan completion; following up deadlines; risk assessment QA's
	+ Professional and well prepared for attendance at meetings and adept at presenting to senior managers with an engaging “winning hearts and minds” approach.
	+ Flexible working to be able to travel across SJ sites to deliver enhanced Safety & Risk operational resilience support to Directors and managers.
	+ Good team player with sound interpersonal skills.
	+ Project management and risk management skills.
	+ Security clearance to work in England and Scotland requires to be obtained
	+ Solid knowledge of and experience in SHEQ management systems; fire, health, safety and environmental audit; safety management and incident investigation.
	+ Knowledge of commercial financial management processes and procedures.
	+ Professional recognised chartered membership, ideally of IIRSM and IOSH.
	+ Degree educated or equivalent in Occupational Health & Safety. (Level 5 NVQ)
* **Desirable**
	+ Risk Management and Business Continuity Management training.
	+ ISO 9001, ISO 14001 and OHSAS 18001 audit training.
	+ BS 9997 Integrated fire risk management system
	+ PAS 79 Fire Risk Assessments.
	+ NEBOSH National Certificate in Fire Safety and Risk Management
	+ IEMA Certificate in Environmental Management
	+ Food Safety Level 3 Certification
	+ An understanding of PAS3002
	+ Previous experience in a justice custodial or community environment.
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Leadership & People Management
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| * Rigorous management of results
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| * Brand Notoriety
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| * Learning & Development
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| * Employee Engagement
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| * Innovation and Change
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| 9. Management Approval – To be completed by document owner |
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| Version | 28 Sep 2019 v2 | Date | 28 Sep 2019 |
| Document Owner | DR WILLIAM HUI – Group Head of Safety & Risk – Justice  |

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