

Job Description:   
HSEQ Manager (with Food Safety)

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| Function: | | | | Sports & Leisure | | | | | | | | |
| Position: | | | | Health Safety Environment & Quality Manager | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Keith Field, Soft Services Manager, Ascot Racecourse | | | | | | | | |
| Additional reporting line to: | | | | Alan McCormick, Head of HSE & Risk, Sports & Leisure (Dotted line) | | | | | | | | |
| Position location: | | | | Ascot Racecourse | | | | | | | | |
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| 1. Purpose of the Job | | | | | | | | | | | | |
| * To support the Ascot and Major Events 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 * The HSEQ Manager will provide technical and legislative support to all the above teams which deliver various soft services * The QSE Manager will be responsible for several KPIs – i.e. Safety Training delivery, accident & near miss reporting and investigation including safety net reviews and Root Cause analysis, reporting an 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 | | | | | | | | | | | | |
| 1. Dimensions | | | | | | | | | | | | |
| Revenue FY17: | £ | | EBIT growth: | | N/a | Growth type: | n/a | Outsourcing rate: | N/a | Region Workforce | N/a | |
| EBIT margin: | | N/a |
| Net income growth: | | N/a | Outsourcing growth rate: | N/a | HR in Region | N/a | |
| Cash conversion: | | N/a |
| Characteristics | | * N/a | | | | | | | | | | |

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| 3. Organisation chart |
| Alan McCormick  Head of HSE & Risk  Sports & Leisure |

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| **4. Context and main challenges** | | | |
| * Implement and embed Sodexo QHSE policy and procedures on site to ensure the compliance with best practise 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 | | | |
| **5.** **Main assignments** | | | |
| **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 – is this best use of a HSEQ manager? Surely this is best done by operational teams using the appropriate areas * 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 QHSE 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, as specified by the client (Ascot Racecourse), are complied with and that handling, storage, transportation and disposal arrangements are appropriate * Provide reports on H&S activities and compliance and any non-compliance to the 1711/Ascot Racecourse (ARL) board monthly * 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 the grandstand service tunnel and other high-risk areas * Ensure effective and immediate resolution of any H&S areas of non-compliance and report on this * For our Major Events, attend site prior to the operational days to ensure SEMS is effectively implemented across all units of the event, and on operational days complete regular H&S walks across the site, resolving any areas of non-compliance * 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 racedays * 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   QHSE 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 ARL H&S team to ensure best practice is adopted across the venue | | | |
| **6.**  **Accountabilities** | | | |
| * Ensure the implementation and use of the HSEQ section of the Document Management System (DMS) is effectively implemented across all Ascot and Major Event locations, 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 Ascot Racecourse (the client) HSEQ Manager/Consultants in the promotion of Sodexo’s HSEQ policies, strategies, plans, and risk control arrangement | | | |
| **7.** **Person Specification** | | | |
| 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 | | | |
| 8. Competencies | | | |
| **This role is Band A of the competency framework**   * **Growth, client and customer satisfaction:** * Anticipate, recognise and respond to client and customer expectations and needs by tailoring solutions to deliver a quality service. * Understand and deliver to the requirements of the Standard Operating Procedures as applicable to the role. * Build trust and support of others by ensuring communications are timely, accurate and honest. * A positive role model for the business and any team members being supervised. * **Leadership and people management:** * Treats others with respect and dignity, demonstrating sensitivity for the values, views and needs of others. * Effectively work alone and as part of a team. * When managing a team, ensure they are managed to achieve the best results and commitment is encouraged. * Set and maintain performance expectations. * Demonstrates appropriate leadership style to achieve excellence and consistently role models values and behaviours. * **Innovation and change:** * Analyses problems by weighing up options and consequences, making sound decisions in a timely manner. * Able to think on feet, deal with challenging situations, take responsibility for problems as they arise and act decisively. * Respond to feedback in a positive and proactive manner. * Learns from mistakes and grasps key issues to make necessary improvements. * Confident to know when to ask for help. * Actively supports change and helps to create an environment that is receptive to change. * Values the need for change. * Sees change as an opportunity to grow and make continuous improvements for the benefit of the business. * Address obstacles and resistance to change within the area of responsibility. * **Rigorous management of results** * Prepared to go the extra mile. * Considers the short and long term impact of decisions. * Understands and works to achieve agreed SMART objectives. | | | |
| **9.** **Management Approval** | | | |
| **Version:** | 1.2 | **Date:** | **05072021** |
| **Document Owner:** | C Hawkins | | |
| **10.** **Employee Approval** – To be completed by employee | | | |
| **Employee Name:** |  | **Date:** |  |