Job Description: Safety & Risk Manager



Function:	Justice Services
Position:	Safety & Risk Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Group Head of Safety & Risk – Justice Services
Additional reporting line to:	Prison Director
Position location:	HMP Forest Bank

1. Purpose of the Job – State concisely the aim of the job.

- To provide fire, safety, health and risk management support to Sodexo operations and external clients in accordance with Company procedures and agreed objectives
- To ensure that Sodexo's Safety & Environmental Managements System (SEMS) policies and processes are complied with, using DATIX/SALUS and working closely with the Safeguard team to maintain a zero harm safety culture and a low Loss Time Injury rate for all SJS activities, including HMP Forest Bank.
- As the 'Competent Person', 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; driving
 improvements in assurance, control and compliance regimes across all SJS activities, including HMP Forest
 Bank in compliance with SEMS and the Sodexo / SJS Risk Management strategy.
- To ensure the prison director and senior management team deliver a consistent operational fire, safety, health
 and risk management strategy and management system across all SJS activities, including HMP Forest Bank,
 ensuring that risk assessments and procedures are compliant with statutory and legislative requirements, as
 well as business objectives / needs across Sodexo and Sodexo Justice Services sites.
- To support the UK Operations Director and the Group Head of Safety & Risk to deliver continuous improvements across SJS in line with the Sodexo / SJS Risk Management strategy.

	EBIT growth:	tbc	Growth n/a type:		Outsourcing rate:	n/a	Region Workforce	tbc
Revenue €tbc	EBIT margin:	tbc		n/a				
FY13: €tbc	Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
	Cash conversion:	tbc						

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.



- **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.
 - Member of SJS corporate Safety & Risk team.
 - CPFIG has established a robust statutory audit checklist approach to their audit programme.
 - Sodexo SEMS system has external UKAS certification by ISOQAR
- 5. Main assignments Indicate the main activities / duties to be conducted in the job.

Visible Senior Management Leadership

- Provide a high level of operational service support to management and operational staff, establishing specific requirements, identifying and facilitating the resolution of all specific issues to provide a high level of support and add value to operations, across all SJS activities, including HMP Forest Bank.
- Ensure consistent application and communication of Sodexo SEMS policies, procedures, practices and initiatives by line managers and staff.
- Ensuring that the prison director and senior management teams conduct regular auditable site safety tours, inspections, and spot checks to ensure that SJS staff are taking appropriate action to control potential hazardous situations / unsafe conditions and are maintaining up to date effective Risk Assessments; including

- Fire, COSHH and Manual Handling assessments for their areas of responsibility across all SJS activities, including HMP Forest Bank
- Ensure that the prison director and the senior management team manage audits and inspections appropriately throughout the periods of preparation, implementation, and post-implementation remedial action.
- Arranges and helps prepare for annual BSC 5 star audits, the BSC International Safety Awards and ROSA Awards across Sodexo Justice Services sites, including HMP Forest Bank.
- Working closely with the Safegard team, to provide technical and accurate advice and support to all staff with regard to fire, safety, health and risk management matters across all SJS activities, including HMP Forest Bank.
- Ensure full compliance with relevant legislative and company standards within identified timescales and deadlines.
- Contribute to the delivery of the Sodexo fire, safety, health and risk management strategy and de-livery.
- Ensure that all quality systems for fire, safety health and risk management are maintained and monitored by the prison director and the senior management team across all SJS activities, including HMP Forest Bank.

Risk awareness in decision making

- Monitors compliance with fire safety legislation, regulations, BRE/PAS 79 Fire Risk Assessment standards and FIA codes of practice for maintenance of fire detection systems.
- Working closely with the Safegard team, ensuring that the prison director and the snior management team complies with fire safety legislation and regulations by: ensuring that fire safety risk assessments are up to date; that fire fighting equipment is inspected and maintained; that the fire alarm and detection systems are tested; conducting fire safety audits and inspections; ; reporting as required on fire safety arrangements; ensuring that the fire safety training plan for staff is implemented; maintaining fire safety policies.
- Working closely with the prison director and senior management team to ensure that Vendor and subcontractor audits includes auditable safety due diligence reviews, are appropriately timetabled throughout the year and carried out.
- Identifies, manages, controls and reviews safety risks (operational, financial, reputational, compli-ance, and knowledge and people); and contributes to and supports the Sodexo's risk management framework and process across all SJS activities, including HMP Forest Bank.

Effective Communication Systems

- Ensures that the prison director, senior management team and line managers updates both the DATIX (and the Sodexo SALUS system) for reporting and investigating of Sodexo staff accidents, incidents, near misses, Riddors and dangerous occurrences in a timely manner, and that any shortcomings are brought to the attention of the Prison Director, UK Operations Director and the Group Head of Safety & Risk.
- Ensures that the prison director, senior management team and line managers properly record and report all
 incidents; and conduct timely investigations on DATIX (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, including HMP Forest Bank.
- Provides accurate and timely data, trend analyses, and action plan reports to the Prison Health & Safety meetings and to the Group Head of Safety & Risk.
- 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.
- Engages effective personal communication, internally and externally, to promote SJS as a safe provider for all SJS activities, including HMP Forest Bank.
- Provide leadership and direction to managers within their defined work area through briefings, building formal
 and informal relationships and effective communication.
- Organises safety records and document distribution and control, and maintains the SJS intranet based safety site, makeing proposals for continuous improvement.
- Provides operational and technical input from a Safety & Risk perspective to the Operational and Business Development teams.
- As directed by the Group Head of Safety and Risk to represents and positively promotes SJS on

- external/regulatory/client forums and at Sodexo Safety & Risk meeting.
- Identifies, manages, controls and reviews safety risks (operational, financial, reputational, compli-ance, and knowledge and people); and contributes to and supports the Sodexo's risk management framework and process across all SJS activities, including HMP Forest Bank.

Employee engagement/participation

- Ensuring that the prison director, senior management team, line managers and staff undertake regular review on the effectiveness of control measures and the validity of risk assessments across all SJS activities, including HMP Forest Bank.
- Reviewing with the prison director, senior management team all DATIX (and SALUS) incidents, near misses, accident investigation causes, records and reports; to establish and rectify root causes and prevent recurrence; and ensures that lessons learned are communicated to line managers and the Group Head of Safety & Risk.
- When appropriate to assists in the training of SJS personnel in fire, safety, health and risk proce-dural requirements.
- Guiding managers to undertake regular review on the effectiveness of control measures and the validity of risk assessments across Sodexo Justice Services sites, including HMP Forest Bank..
- Properly records and reports all incidents; assists line managers with timely RIDDOR and accident investigations to establish and rectify root causes and prevent recurrence; and ensures that lessons learned are communicated to line managers and the Group Head of Safety & Risk.
- 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

- Maintain a zero harm safety culture and a low Loss Time Injury rate for all SJS activities, including HMP Forest
- Fire risk assessments maintained and kept up to date in accordance with the BRE/PAS 79 fire risk assessment guidance, together with compliance with contractual fire evacuation targets.
- Reduction in the number and severity of Riddors, accidents, injuries and fires.
- Compliance with legislation and audits, and any Safegard red actions closed down quickly.
- Maintains annual BSC 5 star audits, the BSC International Safety Awards and ROSA Awards.

Control

- Ensuring that the prison director and senior management teams conduct regular auditable site safety tours, inspections, and spot checks to ensure that SJS staff are taking appropriate action to control potential hazardous situations / unsafe conditions and are maintaining up to date effective Risk Assessments; including Fire, COSHH and Manual Handling assessments for their areas of responsibility across all SJS activities, including HMP Forest Bank
- Effective risk management with a clear safety culture within all departments and amongst staff.
- Managers who are trained and proactive in safety management, providing clear evidence of risks being identified and controlled.
- Monthly reports accurately reflecting progress against targets and milestones with accurate data and trend analysis.
- Documented review of policy documents with clear evidence of assessment of needs.
- Timely implementation of the prison's Safety Plan.

Communications

Good working relationships with the SJS and Sodexo team.

- Effective networking with relevant external organisations and regulators.
- Knowledgeable, technically competent, and positively engaged line managers.
- Professionalisation of the Safety & Risk Team.
- Positive engagement with and feedback from Sodexo and the HSE.
- 7. Person Specification Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- National H&S qualification (NVQ Level 5 or equivalent)
- NEBOSH Fire Certificate
- Detailed knowledge of current fire, health & safety legislation
- Proven recent experience and solid knowledge of in fire, safety, health and risk management sys-tems; fire, health, safety and risk audit; safety management and incident investigation.
- Self motivated with high performance and outputs achieved with minimal supervision able to make sound judgements in a politicised environment.
- Ability to prioritise, work to tight deadlines, both prescribed and self-imposed using project man-agement and risk management skills.
- Passion for being proactive and taking ownership for delivery of outcomes: e.g. risk assessments;
 DATIX/SALUS reports; safety tours
- Professional and well prepared for attendance at meeting and adapt at presenting to senior man-agers with an engaging "winning hearts and minds" approach.
- Good professional approach to communication skills engaging / supporting staff and managers, both internal and external
- Flexible working both at the prison and to be able to travel to other SJS sites to deliver enhanced Safety & Risk operational resilience support to managers.
- Confident at effective planning and organisation: e.g. action plan completion; following up dead-lines; risk assessment QA's
- Good team player with sound interpersonal skills.
- Current and valid security clearance to work in England and Scotland.

Desirable

- Risk Management and Business Continuity Management training.
- BRE Fire Safety Risk Assessment certificate
- Experience of implementing and maintaining Health & Safety and Quality Systems
- ISO 9001, ISO 14001 and OHSAS 18001 audit training.
- PAS 79 Fire Safety Risk Assessments.
- Previous experience in a custodial environment
- Member of IOSH
- 8. Competencies Indicate which of the Sodexo core competencies and any professional competencies that the role requires

 Growth, Client & Customer Satisfaction / Quality of Services provided

 Leadership & People Management

Rigorous management of results	Innovation and Change
Brand Notoriety	Business Consulting
Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
 Learning & Development 	

9. Management Approval – To be completed by document owner

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Document Owner	HR, HMP Forest Bank		