



Morecambe Football Club are on the lookout for a Part Time Matchday & Event Ground Safety Officer. The purpose of the role is to ensure, as far as reasonably possible, the safety of everyone attending events at Morecambe Football Club in accordance with the Safety Certificate terms and conditions, Operations Manual 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. Working closely with the Stadium Manager, you will be responsible for all aspects of match day safety along with ensuring that all members of staff deliver the highest standards of customer service. You will provide direction for the deployment of Ground Staff and Safety Stewards during each matchday fixture, and event, at the Mazuma Stadium, including providing detailed pre and post-match briefings. You will also be the key point of liaison between the club and various external agencies such as the Police and all Emergency Services, including the local Safety Advisory Group. The role will be permanent and part time. All those who join the team will benefit from access to exclusive club events and ongoing training and development opportunities.! If this is of interest to you, please refer to the below job description and complete our application form, returning this along with your CV to recruitment@morecambefc.com

JOB DESCRIPTION

REF – MFCGSO – 09/21

Morecambe FC - Ground Safety Officer	
Department	Stadium
Reports to	General Manager
Contract	Part time, permanent
Full terms of agreement	To be discussed upon successful application
Hours of work	Hours will involve attending all match days and events including pre-event checks held at the Mazuma Stadium and all other events where crowd safety is paramount. You will be required to work all home matchdays which include weekends and bank holidays.
Remuneration	Competitive and based upon experience
Holiday entitlement	To be discussed
Key internal relationships	Operations Manager, General Manager, Ticket Office Manager, Board of Directors, Stadium Manager, Deputy Safety Officer, Chief Steward
Purpose of the role	To ensure, as far as reasonably possible, the safety of everyone attending events at Morecambe Football Club in accordance with the Safety Certificate terms and conditions, Operations Manual and the Club's Policy Statement of Spectator Safety.
Key Tasks & Responsibilities	<ul style="list-style-type: none"> Assume responsibilities on behalf of the Club and the General Manager for the provisions of the General Safety Certificate issued by Lancashire County Council and the Club's Policy Statement on Spectator

Safety.

- **Continually review all stewarding at the Stadium and make appropriate recommendations to the General Manager 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 Lancashire Constabulary, Lancashire Fire and Rescue Service and Lancashire Ambulance Service, Lancashire County Council and The Sports Ground Safety 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 Lancashire County Council.**
- **Act as the Club Liaison Officer with the "Emergency Services" in the event of an unforeseen incident, ensuring that the CE is kept fully informed of any developments.**
- **Evaluate the performance of the Deputy Safety Officer, Chief Stewards, Stand Managers, Supervisors, Deputy Supervisors, 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.**
- **Liase with the General Manager on any new legislation and safety related advice affecting the Club and arrange for implementation.**
- **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 Sports Ground Safety Authority and ensure compliance.**
- **Assume control on behalf of the Club on match days at the Stadium for spectator safety and security, acting in full co-operation with Lancashire Police.**
- **Assume responsibility with the General Manager on behalf of the Club for the joint Statement of Intent agreed with Lancashire 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 General Manager and Lancashire County Council as soon as possible.**

POSITION IN ORGANISATION

- **During the period that the Safety Certificate is in force the post holder has the Board's authority to take any action deemed necessary to ensure the safety of spectators inside the ground.**
- **Subordinates directly supervised: Deputy Safety Officer, Matchday Chief Steward & other Matchday supervisors**
- **Special relationships (external) Police Commander, Police Football Liaison Officer, Safety Team members, Fire Service, Ambulance,**

Lancashire County Council, Lancaster City Council, Lancashire Police, Sports Ground Safety Authority, Football Safety Officers' Association

The post holder should be an experienced person having had considerable knowledge in both the safety and security fields and controlling crowds in football stadia. He/she will be expected to attend seminars/conferences run by the FA Premier League/Football League and Football Safety Officers Association so as to maintain a level of the experience required for such a position. The post holder should hold a Level Four NVQ qualification in Spectator Safety, or be working towards such a qualification.

RESPONSIBILITIES – PRE MATCH

In the days leading up to each event, working with the Stadium Manager where appropriate, ensure that:

- Any defects reported at the previous match have been rectified.
- All 'life safety' systems have been checked/inspected and are working correctly. These include the following;
- The public address system
- The CCTV system
- The score boards
- The loud hailer
- Radio system
- Electronically operated doors
- Turnstile count
- Emergency phones
- Carry out a physical inspection of the ground to ensure that there are no hazards to spectators.
- Prepare the Operational Briefing Order.
- Undertake the required Risk Assessments,(both generic and match specific).
- Ensure liaison with the Lancashire Constabulary, particularly in relation to information/intelligence relating to the match and deciding on the appropriate match grading.
- Commence a Policy Log.

RESPONSIBILITIES – MATCHDAY

Undertake the following and, if present, liaise with the Police Match Commander. to ensure: -

Procedures are in force ensuring that sections of the ground that spectators are admitted to are identified

- Strategic gates/positions are identified and manned before spectators are admitted to the ground
- Sufficiently trained stewards are in position to monitor and prevent overcrowding of spectators in any area of the ground.
- The computerised spectator counting systems and monitors are fully operational and that in the event of a malfunction there is a manual

counting system that can be quickly introduced.

- Ensure the General Safety Certificate is complied with.
- Ensure that the Chief Steward has sufficient trained stewards available, together with sufficient trained supervisors, deployed/positioned as agreed with the police, fire brigade and local authority.
- That all stewards are fully briefed on their duties and what is expected of them during an event. The brief should include details of the anticipated number of supporters attending the match, together with an indication of any possible conflict that may arise between home and visiting supporters. The stewards must ensure that spectators entering or leaving are controlled and directed and that in the event of an emergency evacuation of the ground, or any part of it, sufficient trained stewards are provided and positioned to ensure a safe and orderly evacuation.
- By inspection ensure that there are no combustible or hazardous materials stored in the ground that could present a danger to spectators.
- By inspection ensure that the ground is clear of any materials that could be used as missiles.
- Ensure that before the public are admitted:
 - All exit gates are unobstructed and that all locking devices are removed.
 - All gates open easily and that any drop bolts or locking devices are functioning correctly.
- That the following systems are functioning correctly:
 - The public address system
 - The CCTV system
 - The score boards
 - The loud hailers
 - Radio system
 - Electronically operated doors
 - Turnstile count
 - Emergency phones
 - Emergency lighting is fully functional
- All firefighting equipment is fully operational and that access to where it is stored is open when an activity is taking place.
- Sufficient numbers of trained first aid personnel are available in accordance with the Guide to Safety and Sports Ground (Green Guide) and that the first aid equipment and materials are maintained at the correct level. (Such inspections should be carried out with North West Ambulance Service or lead Emergency Doctors Medical Services).
- All ingress and egress routes from the stadium are clear of obstruction and that the surface does not present a hazard to spectators.
- Copies of the ground regulations are displayed at entrances to the ground.

- All exit and directional signs are in place and illuminated where necessary.
- All internal telephones and radios are in working order.
- All equipment provided for the emergency services at the ground is in good working order.
- During each event: Ensure the safety of all persons attending the Stadium. The Safety Officer should liaise closely with the Police Match Commander, if present. He/She will ensure that he consults with him/her prior to and following the match. The Safety Officer will ensure that all supervisors are contactable through the Club radio system and that they are easily identifiable.
- After each event: The Safety Officer will submit a match report outlining any problems that have occurred during the event and in it point out any faults that may have been discovered during its progress. He/She will ensure that these have been rectified.
- Complete the Stewards Pay Roll, to include collating stewards match by match time sheets for onward transmission of wages to Finance, by the monthly cut-off date. Also ensuring new starter forms are complete, accurate and legible before passing to Finance.
- Licensed areas: The Safety Officer will ensure that the licensing laws are maintained in the ground through liaison with the DPNS and that no alcoholic drinks are consumed in sight of the pitch when a match is in progress.
- Close Season: Check the stewarding arrangements to ensure that there are sufficient stewards available and that they receive the correct training in accordance with the FA Premier League/Football League Steward training package.
- Ensure all policies and procedures are reviewed and updated where necessary
- Annually: Carry out a detailed annual inspection of the ground with the Stadium Manager for signs of damage which may create a potential danger to spectators. Such an inspection should be visual and include boundary walls, fences, gates, and elements of structure, crush barriers and all safety installations. Any defects should be recorded and action taken to rectify. Ensure all seating is up to a good standard and in a satisfactory state of repair.
- Training: Ensure all stewards that are on duty for matches receive training in line with the national guidelines for the training Stewards.
- Emergency action plan: In association with the Police and other emergency services, produce Contingency Plans and an appropriate emergency action plan for the evacuation of the ground or any part of it in the event of an emergency. To ensure the plans are regularly reviewed and are tested regularly. The Head of Safety & Security will also be responsible for producing a Club Policy document to outline the Club's organisation and the way in which it deals with all safety aspects and in conjunction with the General Manager to ensure everyone working for the Club is fully aware of emergency procedures to be adopted.
- Records: The Safety Officer and, where appropriate, The Stadium Manager will ensure records are maintained of all safety tests and inspections of equipment at the ground. In addition records must be

maintained of: Attendance of spectators at matches. Weather conditions at each match. Details of all reported injuries to any person attending the match. "High risk" supporter register with details of those banned by the Club or court, dates of incidents and review periods. Liaison with Police to ensure constant updating of register and implementation of policies and procedures to ensure spectator/staff safety. All such records should be kept on the club's premises and be available for inspection by any duly authorized person.

RESPONSIBILITIES – NON-MATCHDAY

The Safety Officer will have responsibility for:

Liaison with the Clubs Safeguarding Officer in respect of new starter DBS checks and any ongoing issues.

Liaison with other clubs on sharing stewarding resource, and provision of information to Finance for billing purposes when this occurs.

Compliance with, and championing of the Club's Safer Recruitment policy.

Undertaking/arranging all Training requirements for Stewards in line with the national guidelines for Stewards Training.

Other Areas of Responsibility

The Safety Officer will be called upon from time to time to lead and manage special projects relating to security and safety issues. At all times maintain a constant review of the Club's Safety Policy Statement and Job Description. Bring to the attention of the General Manager, in writing, any matters which it is felt would lead to an improvement of spectator safety. Be responsible for the introduction and development of best practice policies for all areas of responsibility.

PERSONAL SPECIFICATION

		Essential	Desirable
Knowledge & Experience			
	<ul style="list-style-type: none"> Experience of working to a budget 	✓	
	<ul style="list-style-type: none"> Team working experience i.e. working within a team and co-ordinating team members 	✓	
	<ul style="list-style-type: none"> 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 	✓	
Qualifications and training			
	<ul style="list-style-type: none"> A minimum of level 4 NVQ in Spectator Safety Management 	✓	
	<ul style="list-style-type: none"> A recognised Health and Safety qualification 		✓
	<ul style="list-style-type: none"> A recognised course in Counter Terrorism 		✓
	<ul style="list-style-type: none"> A recognised qualification in health and safety management, e.g. IOSH/NEBOSH 		✓
	<ul style="list-style-type: none"> A course in Public Safety 		✓
Special skills and knowledge			
	An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	✓	
	Proficient in use of Microsoft Office systems eg Office, Excel, Access and PowerPoint or equivalent system	✓	
	Strong writing, language and proof-reading skills	✓	
Personal qualities			
	Positive attitude	✓	
	Excellent written and verbal/presentation communication skills	✓	
	Ability to prioritise and meet deadlines	✓	
	Ability and willingness to work outside normal hours, including evenings and weekends	✓	
	Ability to travel independently	✓	
Safeguarding			
	To have due regard for safeguarding and child protection policies, including the welfare of children and young people	✓	
	All Employees are subject to DBS checks, with our safeguarding officer	✓	
Other			
	A willingness to learn and develop as an individual through CPD	✓	
	Applicants must be over the age of 18	✓	

The Employee must at all times carry out his/her responsibilities with due regard to Morecambe FC policies and procedures.

The Employee must act to protect all young people and vulnerable adults that are in their care, following the Club's Safeguarding and Child Protection Policy at all times. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees, Employee and customers.

The above Role Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

