



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Role/Title: Health and Safety Manager

Reports to: Director of Operations

Line management: H&S Advisor

Overall Purpose of the Job:

To proactively manage the health and safety function at the Royal Opera House working both strategically and operationally to maintain and develop a culture of health, safety and wellbeing through the development of policies and procedures, establishing good practise, and training programmes for all staff. The role covers all areas and departments of the Royal Opera House.

Key Accountabilities:

Core activities

- Provide a standard of best practice for all health and safety issues by ensuring uniformity of standards and implementation of policies and procedures at all Royal Opera House sites.
- Work with the Health and Safety Management Group and Director of Operations to determine health and safety priorities and initiatives going forward.
- Administer the joint management and staff Health and Safety Committee meetings, which take place quarterly.
- Maintain and develop policies and procedures to ensure compliance with legislative and Royal Opera House standards.
- Achieve full understanding of the policies and required standards by effective communication and training of line managers, supervisors, Heads of Department, employees and contractors as appropriate.
- Undertake a programme of health and safety workplace inspections and audits within all areas of the organisation and prioritise action to be taken to resolve any outstanding issues.
- Provide advice, guidance and assistance to all managers in the implementation of policies and systems in order to ensure the

achievement of required standards and working practices. Where possible introduce initiatives that will enhance health and safety standards and awareness.

- Promote full understanding by staff of the policies and required standards by effective communication and training of line managers, supervisors, Heads of Department, employees and contractors as appropriate
- Co-ordinate risk assessments inspections and audits, prioritising remedial actions and monitoring their implementation to minimise risk to employees, visitors and assets.
- Investigate and document accidents, incidents and dangerous occurrences and provide meaningful statistics and advice to management.
- Working with the designated HR Manager, ensure that there is appropriate documentation and reporting to ensure that the ROH's Employer's Liability claims responsibilities are met.
- Provide reports and recommendations of corrective actions and monitor their implementation to ensure compliance with procedures and safe working practices.
- In collaboration with other relevant parts of the organization, maintain and develop emergency procedures and relationships with emergency services and other external bodies.
- Secure, maintain and further develop relationships with external agencies to ensure up to date knowledge and awareness of new or impending legislation which may impact on the Health and Safety Policy.
- Institute accident prevention programmes.
- Support the Operations Director with any other projects or activities as required.

Staff management

- Manage the H&S Advisor
- Manage the workload demands of the department, keeping an adequate balance between the proactive and the reactive work.
- Delegate work, constantly monitor and report on its progress, always working to meet the required deadlines.
- Maintain staff records including sickness, holidays, casual/freelancer payroll.

- Supervise team member's work, welfare, development, attendance and discipline to build an effective team and to provide appropriate support and motivation.
- Carry out appraisals for staff and promote their development.

Administrative activities

- Manage H&S budget with ROH procedures and set limits.
- Manage costs of out-source work to freelancers/contractors if necessary
- Establish a library of relevant information for the benefit of managers and staff.

Ambassadorial role

- Represent the ROH externally (IOSH, Opera Europa, JACE, external conferences, etc...) sharing and developing sector wide good practice

PERSON SPECIFICATION:

Minimum Skills, Knowledge and Experience:

- Chartered membership of the Institute of Occupational Safety and Health (or able to demonstrate working towards Chartered membership).
- Excellent knowledge of current Health and Safety legislation and its application.
- A substantial period of managing Health and Safety issues within a large organisation.
- Experience of undertaking accident investigations in a dynamic working environment.
- Ability to compose reports and to put the point across clearly and effectively, explaining complex concepts to staff and management at all levels
- Ability to deal with a diverse range of people in a confident and professional manner.

Other Essential Skills, Knowledge and Experience:

- Action oriented, with the ability to take the initiative and deliver results.
- Strong time management skills, with the ability to prioritise and manage a broad range of issues at one time.
- Ability to work under pressure, and manage a busy workload with high productivity.
- Flexibility in dealing with changing priorities.
- Experience of leading and managing projects.

- Appropriate level of Microsoft Word and Outlook experience, with strong Excel spreadsheet manipulation skills.
- Experience of Health and Safety accident management reporting systems
- Strong communication skills with a high standard of verbal and written English.
- Strong influencing skills and the ability to be persuasive and persistent.
- Tact and diplomacy.
- An effective team player.
- Accuracy and attention to detail.
- Sensitivity in dealing with confidential information.
- A commitment to delivering a high standard of work and continuous improvement.
- Good attendance and timekeeping with the ability to work full-time office hours and some flexibility to work around core hours on occasion as required

Desired Skills, Knowledge and Experience:

- Experience of managing health and safety in a performing arts environment.
- Ability to work alone and to work at heights.

This role is based in Covent Garden but will involve occasional travel to the Royal Opera House Production Park in Purfleet and to other locations, as required.

Note: *This Job Description reflects the current situation. It does not preclude change or development that might be required in the future*