



ROYAL OPERA HOUSE

JOB DESCRIPTION

Role / Title: Health and Safety Advisor
Reports to: Health and Safety Manager

Overall Purpose of the Job

Work with the H&S Manager to support the health and safety of all staff, artists, visitors, and contractors across our sites. Provide guidance, advice and training, conduct workplace inspections, identify hazards, incident trends and improvements to prevent incidents. Embody a proactive approach to developing our positive health and safety culture, supporting our stakeholders and advocating for health and safety across our teams, creating a safe environment to support our activities.

Key Accountabilities

- Maintain the incident reporting system, database and other automated processes.
- Investigate and document accidents, incidents and dangerous occurrences and provide meaningful data analysis and advice to management.
- Provide reports with recommendations for corrective actions and monitor their implementation to ensure compliance with procedures and safe working practices.
- Prepare and contribute to operational and statutory health and safety meetings with key stakeholders.
- Maintain and develop the H&S intranet site, ensuring it contains relevant and up-to-date information.
- Communicate essential health and safety messages via internal channels and create engaging and innovative communications for health and safety campaigns.
- Maintain and develop policies and procedures to ensure compliance with legislative and Royal Ballet & Opera standards.
- Carry out health and safety workplace inspections and audits within all areas of the organisation and prioritise action to be taken to resolve any outstanding issues.
- Support managers in implementing action plans in response to external audits.

- Provide advice, guidance and assistance to all managers in the implementation of policies and working practices to ensure the business achieves compliance and best practice. 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.
- Support the managers in completing and reviewing risk assessments, prioritising actions and monitoring their implementation to eliminate and minimise risk to people and assets.
- Develop and deliver toolbox talks and health and safety training sessions and liaise with the H&S Manager and Learning & Development Manager on the engagement of external health and safety trainers as required.
- Work alongside Estates & Facilities department, the Fire Manager and the Occupational Health Unit to coordinate activities and deliver shared priorities.
- Support the Chief Operating Officer with any other projects or activities as required.

PERSON SPECIFICATION

Minimum Skills, Knowledge and Experience

- Hold the NEBOSH certificate (or equivalent Level 3 health and safety qualification).
- Good knowledge of current health and safety legislation and its application.
- Relevant experience in the live entertainment sector, or public venue, e.g. museum, exhibition centre, etc.
- Experience of supporting line managers in completing risk assessments for work equipment and operations.
- Action oriented, with the ability to take the initiative and deliver results.
- Ability to work with a diverse range of people in a confident and professional manner.

Other Essential Skills, Knowledge and Experience

- A commitment to delivering a high standard of work and continuous improvement.
- Ability to work under pressure and manage a busy workload with high productivity.
- Flexible and pro-active approach to dealing with changing priorities.
- Good influencing skills with the ability to be persuasive and persistent.
- Tact and diplomacy.
- Appropriate level of Microsoft Word and Outlook experience, with strong Excel spreadsheet manipulation skills and ability to learn new programs.
- Good communication skills with a high standard of verbal and written English.
- Experience of working with sensitive and confidential information.
- 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.
- Understanding of CDM regulation and its application in the entertainment sector.
- Experience in designing and delivering toolbox talks, H&S briefings, or short H&S training sessions.
- Experience of working alongside production managers to ensure that all sets are safe from design to construction.
- Experience of assisting with the development of plans such as construction phase plans, action plan in response to audits, etc.
- Experience of other Microsoft apps and software (Forms, SharePoint, Power Automate) beneficial.

This role is based in Covent Garden but will involve occasional travel to the Royal Ballet & Opera Production Workshops 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.

