

JOB DESCRIPTION

Job Title	SAFETY OFFICER
Reporting to	House Manager
Responsible for	n/a
Salary	per letter of agreement
Hours	per letter of agreement, and within the Working Time Regulations
Notice period	four weeks

About the role

As Safety Officer, you'll be ensuring the safety of staff and visitors to the Queen's Theatre, and the building itself, for all public performances and events. You'll also take a lead role in the effect of the Theatre fire safety, performance, and evacuation procedures.

Principal Responsibilities

1. To ensure the highest standards of comfort and safety for the general public at all times before, during and after a performance.
2. To present a welcoming, courteous, helpful and efficient service for the Queen's Theatre to all members of the general public.
3. To be pro-active on behalf of the Theatre in the areas of customer care and front-of-house sales.
4. To maintain the secure and accurate handling of all monies in keeping with the Theatre's financial regulations.

Main Duties

- To attend from one hour before the advertised start-time of each public performance or event, and to remain on duty until the auditorium is clear of members of the public (daytimes), or until the final closing of the building (evenings).
- To remain in immediate contact with the duty House Manager.
- To be fully conversant with the operation of the Theatre's automated fire alarm system.

performances

To complete all fire safety checks

- all fire exit doors are unlocked, free from obstruction, and in working order
- all fire exit routes are clear and free from obstruction
- all fire-fighting equipment is in place according to the authorised list
- preparation for live on-stage fire events are correctly set and extinguishing equipment is ready at hand
- appliances in unused areas are turned off
- unused doors are closed

To maintain constant awareness of potential risks and threats throughout the building and in the immediate environs.

To liaise with fire, police and other authorities during all planned and unannounced inspections during a performance.

With the duty House Manager and Stage Manager/stage cover technician, to resolve through direct action any problem arising including as appropriate

- the postponement or cancellation of a performance
- the evacuation of the Theatre

At the end of each performance, to secure the auditorium after it's clear.

To complete the Safety sections in the performance report for each performance.

General

With the House Manager, to take an active role in the planning, execution, reporting and review of the Theatre's fire drills.

With the House Manager, to take an active role in periodic review of the Trust's policies on

- fire safety
- security
- audience safety
- licensing

To maintain current knowledge of

- fire safety legislation
- licensing legislation
- location and condition of fire appliances
- performance schedules
- condition and maintenance works of the Theatre

To undertake training as required.

To provide holiday and sickness cover as required.

To be aware of, and to adhere to and uphold, the Theatre's policy on Equality of Opportunity.

To undertake other tasks as may be reasonably required by the House Manager and the Senior Management team.

PERSON SPECIFICATION

Job Title SAFETY OFFICER

	Essential	Desirable
EXPERIENCE	public venue operation operation of fire alarm systems	fire fighting and fire marshalling

SKILLS AND ABILITIES		fire fighting
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QUALIFICATIONS		fire safety training first aid at work health and safety
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DISPOSTION AND ATTITUDE	ability to remain calm in stressful situations enjoyment of working with the public ability top work as part of, and fit into, an existing team willingness to learn new skills including training as appropriate willingness to work unsociable and irregular hours	
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