



**ROYAL  
HIGHLAND &  
AGRICULTURAL  
SOCIETY OF  
SCOTLAND**

## **THE ROYAL HIGHLAND AND AGRICULTURAL SOCIETY OF SCOTLAND JOB DESCRIPTION**

Department: Health & Safety  
Job Title: **Health & Safety Manager**  
Date Compiled: September 2021  
Responsible to: Director of Operations  
Engages with: Full RHASS Team, Directors of the Society and external agencies  
Hours per week: **40 hours (0900 – 1700) inclusive of one hour paid meal break per day**  
*Further hours required in the lead up to, and during, the Royal Highland Show, for which relevant overtime is payable.*

### **The Society:**

Since 1784, The Royal Highland and Agricultural Society of Scotland (RHASS), has been the respected standard-bearer for farming and rural industry in Scotland. With over 16,000 members, its key remit is to promote Scotland's land-based and allied businesses. A registered charity, the Society plays a pivotal role in the creation of a better understanding of the management of Scotland's land and rural resources.

### **Main Purpose of the Role**

- To provide competent and effective health and safety advice and expertise to Directors, Managers and Employees and co-ordinate all aspects of RHASS safety effort.
- To maintain and establish new policies, procedures and systems which ensure as a minimum that all operations and activities are carried out in full compliance with relevant Health & Safety legislation.
- To proactively promote a safety conscious culture so that all managers and employees treat safety as an integral element of the day to day operation of the business.
- To scrutinise and approve Health and Safety documentation provided by event organisers and take part in planning meetings including EPOGS.
- To monitor and enforce safety standards during events.

### **Knowledge required**

- Detailed knowledge of Health and Safety legislation in general and the specific regulations applicable to the processes and practices of the society and the events taking place at the Royal Highland Centre.
- To have a sound understanding of the business undertaken by RHASS with reference to the hazards from the activities, plant, equipment, materials and substances it uses and the potential risks involved for employees, contractors, customers, visitors and the general public.
- Knowledge of the methods of minimising the risks from the hazards.
- Safety management techniques including the use of inspections, audits, spot checks and the design and application of equipment and protective equipment.
- Knowledge of current Scottish Government Coronavirus (Covid-19) guidance for the Events sector and of HSE ACOP L8 and HSG274.
- Knowledge of Environmental Legislation

### **Key Skills**

- Strong communication skills (both oral and written) and an ability to communicate effectively at all levels in the organisation.
- Well-developed organisational skills and an ability to prioritise and action plan.
- Ability to carry out Risk Assessments and Fire Risk Assessments.
- Ability to lead, coach and motivate staff.
- Ability to prepare and present safety training courses.
- PC literate

### **Qualifications & Experience**

- Chartered Membership of IOSH preferred or a minimum of Nebosh General Certificate with potential to achieve Chartered Membership of IOSH.
- Have sufficient general experience and specific safety experience to advise management, recognise hazards, analyse risks and recommend and implement mitigation measures.
- Safety management of large scale public events

### **Personal Qualities**

- Must have a flexible approach and be able to cover out of hours and weekend working as necessary.
- Mature management approach; proactive, practical and pragmatic; tenacious, persistent and persuasive.

### **Key Accountabilities**

To include but not be restricted to the following:

- Create and maintain risk assessments including fire risk assessments, standards and safe systems of work; procedures to minimise risk of personal injury, health hazards, fire or property damage
- Advise on layout of plant and buildings, the suitability of safety equipment and the safety precautions for new plant and equipment and activities
- Responsible for carrying out regular audits and plant inspections as appropriate, with the management and employee representatives concerned
- Ensuring that safety legislation is being followed and that the statutory requirements applicable to the activities and processes on-site are being maintained.
- Responsible for assessing the effectiveness of any proposed action by supervision to prevent the occurrence of danger and implementing corrective actions if required.
- Ensure Site Water systems comply with ACOP L8 and HSG274.
- Responsible for the organisation and implementation of safety training programmes.
- Proactive participation in the Risk Management and Health and Safety committees, report on safety performance and ensure continuous improvement of policies, procedures and practices.
- Seeking and using advice of appropriate safety advisory bodies.
- Liaise with RHASS insurers, HSE inspectors, local fire authority officers and other enforcing authorities where necessary.
- Keeping up to date with new developments and in particular being fully aware of legislation, codes and advice issued by the authorities in order to advise on their implications for RHASS.
- Monitoring the use of contractors and Permits to Work and supervision as necessary.
- Recording of accidents and near misses occurring on site and as necessary investigate and report upon all such accidents.

- Obtain specialist advice where necessary.
- Promote safety awareness and conduct induction and other safety courses as required.
- Liaise with The Royal Highland Show Public Safety Manager on H&S matters.
- Review and update safety documentation for the Royal Highland Show.
- Act as an Incident Manager during the Royal Highland Show.
- Provide H&S support as necessary for all events taking place at the Royal Highland Centre.
- Attend Royal Highland Centre event EPOG's and debriefs to provide input
- Investigate claims for damages or compensation
- Recommend solutions to issues, improvement opportunities or new prevention measures
- Advise on PPE requirements

### **Limits of Authority**

Authorised to take appropriate action if any activity on site is considered unsafe due to unsafe practices or unsafe conditions.

To investigate any aspect of any activity in any department on site to ensure that the company fully complies with health and safety legislation.

Must consult and agree with the Director of Operations and other relevant managers regarding any required changes in operation or equipment.

### **Benefits:**

Annual holiday entitlement starting at 20 days per annum, in addition to 10 public holidays and up to 4 discretionary Directors days to be taken between Christmas and New Year

Contributory pension scheme under which the Society contributes 10% of basic salary on the provision that you contribute 6%.