

Post Details	Last Updated: August 2026	
Job Title:	Health & Safety Coordinator	
Job Family & Job Level	Facilities & Operations	Level 3A
Responsible to:	Projects and Compliance Manager	
Indirect support to:	Head of Facilities and Operations	
Responsible for:	No direct line management responsibility; provides day-to-day health, safety, quality and compliance support across Surrey Sports Park.	
<u>Job Purpose Statement</u>		
The Health & Safety Co-ordinator will provide day-to-day health, safety, quality and compliance support across Surrey Sports Park, helping to ensure the venue is a safe, efficient and welcoming place for all staff, students, customers, visitors, partners and contractors. Working closely with the Projects and Compliance Manager, and providing indirect support to the Head of Facilities and Operations, the post holder will support the implementation, monitoring and continuous improvement of local health and safety arrangements, safe systems of work, compliance processes and quality standards across the Sports Park. The role will support inspections, audits, risk assessments, incident reporting, compliance record keeping, action tracking, staff engagement and cross-department communication, ensuring that operational teams have clear guidance, accurate information and practical support to maintain safe and compliant services.		
<u>Problem Solving, Accountability and Dimensions of the Role</u>		
The post holder is expected to work with appropriate direction from the Projects and Compliance Manager, applying sound judgement to routine health, safety, quality and compliance matters and escalating significant risks, incidents, trends or non-compliance promptly. The role requires the ability to organise competing priorities in a busy public-facing sport and leisure environment, maintaining accurate records, tracking actions to completion and supporting colleagues to understand and follow safe working practices. The post holder will provide practical support and guidance to teams across Surrey Sports Park, helping to identify hazards, improve controls, support incident learning and promote a proactive safety culture. Where matters are complex, sensitive or outside the scope of the role, the post holder will seek guidance and support from their line manager.		
<u>Background Information / Relationships</u>		
Surrey Sports Park is a major multi-sport venue serving University of Surrey students, staff, community users, elite sport, events and a wide range of partners. The environment is fast-paced, customer-focused and operationally diverse. The post holder will work closely with Facilities and Operations, Operational Services, Active Facilities, Sport and Fitness, Events, Housekeeping, Maintenance, contractors, University colleagues and external partners to support safe and effective operations.		

This job purpose reflects the core activities of the post. As Surrey Sports Park and operational requirements evolve, there may be changes to the duties for which the post is responsible. The post holder will be consulted on significant changes and may be required to undertake relevant training where necessary.

Person Specification This section describes the knowledge, experience & competence required by the post holder that is necessary for acceptable performance in carrying out this role.

Qualifications and Professional Memberships		Essential/ Desirable
Educated to GCSE level, including numeracy and literacy, or equivalent vocational qualifications.		E
IOSH Managing Safely, NEBOSH General Certificate, or equivalent health and safety qualification; or willingness to work towards an agreed qualification.		E
First Aid Certificate, fire safety training or other relevant operational safety training.		D
Evidence of ongoing professional development relevant to health and safety, facilities, compliance, quality assurance or leisure operations.		D
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role.	Essential/ Desirable	Level 1-3
Experience of providing administrative, operational or compliance support in a busy workplace, ideally within sport, leisure, facilities, education, hospitality or a comparable public-facing environment.	E	2
Good working knowledge of health and safety principles, including hazard identification, risk assessment, safe systems of work, incident reporting and control measures.	E	2
Ability to support, review and maintain accurate health, safety, quality and compliance records, including action trackers, inspection records, training records and audit documentation.	E	2
Experience of supporting workplace inspections, audits, compliance checks or quality assurance processes.	E	2
Ability to communicate practical health and safety guidance clearly and confidently to colleagues, contractors and stakeholders.	E	2
Competent IT skills, including Microsoft Office and the ability to use digital systems for reporting, record keeping and data analysis.	E	2
Experience of supporting incident investigations, identifying learning and monitoring corrective actions.	D	2
Awareness of contractor management, permits to work, statutory compliance, fire safety, COSHH, manual handling and/or safeguarding considerations in an operational environment.	D	2
Experience of working in a leisure facility, sports venue, university setting or comparable multi-service venue.	D	2

Special Requirements:	Essential/ Desirable	Level 1-3
Ability to work flexibly to support operational needs, including occasional early mornings, evenings, weekends or events where required.	E	n/a
Disclosure and Barring Service (DBS) clearance, where required for the role.	E	n/a
Willingness to undertake further role-specific training, including health and safety, fire safety, first aid, safeguarding, environmental and compliance training as required.	E	n/a
Core Competencies & Behaviours This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed).		Level 1-3
Communication		2
Planning and organising		2
Customer/client service and support		2
Problem solving and decision-making skills		2
Teamwork and collaboration		2
Adaptability/flexibility		2
Continuous improvement		2
Attention to detail and accuracy		2
Influencing, persuasion and negotiation skills		1
Leadership/management		1
Organisational Information		
All staff are expected to: Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Surrey Sports Park Equal Opportunities Policy. Help maintain a safe working environment by: • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. • Following local codes of safe working practices and the Surrey Sports Park Health and Safety Policy. • Supporting excellent environmental performance and promoting awareness to colleagues and students. • Undertaking such other duties within the scope of the post as may be requested by your manager.		

Organisational Chart

Head of Facilities and Operations



Projects and Compliance Manager



Health & Safety Co-ordinator

**Indirect support also provided to the Head of Facilities and Operations and wider operational teams across Surrey Sports Park.*

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities, to be read in conjunction with the accompanying Job Purpose.

1. Provide day-to-day health, safety, quality and compliance support across Surrey Sports Park, helping teams maintain a safe, efficient and welcoming environment for staff, students, customers, visitors and contractors.
2. Support the Projects and Compliance Manager in implementing and monitoring health and safety arrangements, local procedures, safe systems of work and compliance processes across operational areas.
3. Co-ordinate and maintain accurate records for risk assessments, workplace inspections, audits, incident reports, corrective actions, training, compliance checks and other health and safety documentation.
4. Support the reporting and review of accidents, incidents, near misses and hazards, helping to identify trends, capture learning and track agreed actions through to completion.
5. Assist managers and supervisors with the development, review and communication of risk assessments, standard operating procedures and safety briefings, ensuring information is practical, current and accessible.
6. Undertake or support routine inspections, audits and compliance checks across facilities, plant rooms, activity spaces, public areas and back-of-house environments, escalating significant risks or non-compliance as required.
7. Support contractor, partner and event-related compliance by helping ensure relevant documentation, inductions, permits, risk assessments and method statements are in place where required.
8. Promote a positive health and safety culture by engaging with colleagues across departments, supporting training and awareness activity, and encouraging proactive reporting, ownership and continuous improvement.
9. Work collaboratively with Facilities and Operations, Operational Services, Active Facilities, Sport and Fitness, Housekeeping, Maintenance, Events, University colleagues and external partners to support safe and effective operations.
10. Undertake any other duties, not specified above, that are appropriate to the level and responsibilities of the post as requested by the Projects and Compliance Manager or Head of Facilities and Operations.

N.B. The above list is not exhaustive.