



Job Description

Job Title: Health and Safety Manager (Operations)
Responsible to: Director Governance, Risk and Compliance.
Hours of Work: 37 hours per week, Monday to Friday – year round position

Summary:

The Health and Safety Manager (Operations) plays a key role in fostering a positive, person-centred health and safety culture throughout the school community. This role requires proactive engagement with all staff to promote safety awareness and compliance. The Health and Safety Manager will provide regular updates to Senior Management Teams, Governors, and external bodies to ensure transparency and accountability. Part of the role will require working collaboratively with HR and individual teams to maintain a solution-focused wellbeing strategy to ensure a safe and supportive working environment in line with our Employer of Choice strategy.

Key Duties and Responsibilities:

Responsible to the Director Governance Risk and Compliance, working closely with Health and Safety Manager (Education), HR, and Estates. The key list of duties and responsibilities are outlined below.

The list is not intended to be exhaustive and may be reviewed from time to time in line with school and departmental requirements.

1. Risk Management, Assessment and Collaboration

- Collaborate across departments to identify and document risks
- Develop and implement comprehensive risk management strategies.
- Engage staff to promote a practical, robust, and meaningful approach to health and safety, fostering a culture of learning and continuous improvement.
- Conduct regular risk assessments and reviews, balancing practical working needs with compliance and best practice.
- Provide bespoke safety assessments for individuals (e.g., pregnancy, stress, personal safety, DSE).

2. Policy Development and Implementation

- Assist in developing, implementing, health and safety policies tailored to the school's needs, ensuring legal, moral, and financial obligations are met.

- Maintain an accurate repository of policies and procedures and review annually for School and Trust approval and assurance.
- Work closely with staff to promote understanding and compliance of safety and wellbeing at work.
- Lead on solution-focused policy development and a shared understanding of health and safety and open communication across departments.

3. Accident and Incident Investigation and Reporting

- Lead investigations into incidents, prioritising learning and improvement.
- Support staff involved in accidents and incidents with a focus on wellbeing and psychological safety
- Support staff with incident reporting and ensure prompt follow-up with improvement plans and any necessary communications to families.
- Report to external bodies as required (e.g., local health teams, RIDDOR).
- Provide monthly updates to SMT on incidents, accidents and trends. Communicate findings with an emphasis on learning and improvement.

4. Compliance Monitoring

- Keep abreast of relevant legislation and standards.
- Conduct audits and inspections, addressing non-compliance collaboratively.
- Promote a culture of continuous improvement and proactive safety reporting.
- Support teams with effective, straightforward compliance processes.

5. Engagement with Stakeholders, Senior Management, and Governors

- Provide monthly health and safety performance updates to Senior Management Team.
- Contribute to Health and Safety Working Group termly meetings.
- Collaborate on strategic initiatives to enhance health and safety.
- Gather data and staff feedback to align efforts with strategic aims of the School.

6. Training and Development

- Develop and deliver health and safety training tailored to staff and stakeholders.
- Emphasise a person-centred approach that values individual contributions.
- Offer ongoing guidance on best practices and regulatory requirements.
- Track staff training compliance and monitor any changes in required.

7. Staff Wellbeing and Health & Safety Collaboration

- Support staff wellbeing initiatives in close collaboration with HR.
- Contribute to a holistic, solution-focused wellbeing and Health And Safety strategy addressing current and future needs.
- Identify wellbeing risks and embed wellbeing in everyday practices.
- Foster integration of wellbeing within safety culture, encouraging open communication and continuous improvement.
- Promote compliance with frameworks such as ISO 45003 (Psychological Health and Safety at Work) to manage psychosocial risks and cultivate a psychologically safe workplace.

Skills and Attributes

- IOSH or NEBOSH qualification in Health and Safety.
- Approachable and Solution-Focused: Friendly, open, and practical in approach.
- Strong Interpersonal Skills: Builds trust through empathy and clear communication.
- Person-Centred and Inclusive: Values unique skills and experiences, empowering all staff.
- Proactive and Open to Growth: Embraces learning and continuous improvement.
- Resilient and Emotionally Intelligent: Handles sensitive matters with professionalism.
- Strategic and Analytical: Uses data and feedback to inform policies and align with goals.
- Collaborative Team Player: Works well across teams and with leadership.
- Knowledgeable and Curious: Keeps up to date with all HSE and related legislation and standards, including ISO 45003.
- Detail-Oriented with Practical Focus: Balances thoroughness with workplace realities.

Additional Information:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463