

Job Description



Job Title:	Health and Safety Manager	
Department:	Estates & Property Services - Health and Safety	
Business Unit:	Operations	
Line Manager:	Head of Estates & Property Services	
Job Purpose:		
<p>Accountable for developing and embedding a positive Health and Safety culture.</p> <p>Accountable for the effective and efficient management of all Health and Safety, and fire safety matters, including policy implementation, monitoring and inspection, risk assessment, investigation and delivery of training.</p>		
Main Responsibilities:		
1	<p>Policy, Guidance and Compliance Responsibilities:</p> <p>To ensure the school complies with health and safety legislation and regulations.</p> <p>To review and evaluate the School's Health and Safety policies and procedures, ensuring that these are appropriate for purpose and meet legislative requirements, operating procedures and best practice.</p> <p>To ensure compliance with the Health and Safety policies through regular audit, inspection and other monitoring methods.</p> <p>To ensure that the School has a robust and compliant approach to all Health and Safety matters, with safe systems and processes in operation in accordance with risk control hierarchy methods.</p> <p>To review the Schools Critical Incident Plans and ensure procedures are maintained, understood and rehearsed.</p> <p>To provide Health and Safety advice and guidance to staff and other users of the School, for example, contractors, visitors, parents and pupils.</p> <p>Responsible for ensuring compliance to City Council regulations, e.g make applications for Section 89, assist with production of Event Management Plans, liaison with CEC inspection team.</p> <p>Act as named Asbestos Responsible Person by maintaining overview of asbestos activities on site and ensure that all obligations under Control of Asbestos Regulations 2012 are discharged appropriately. Assist the Duty Holders & Responsible Person(s), in arranging Asbestos related training and toolbox talks. Report any related incidents to the HSE (RIDDOR). Maintain incident and injury reports and investigations for asbestos related incidents.</p>	30%
2	Risk Assessment and Investigation:	40%

	<p>To ensure that appropriate risk assessments are carried out across the School and to provide staff with advice and guidance in developing their documentation.</p> <p>Maintain a central register of risk assessments and ensure regular review as required.</p> <p>Develop a reporting system and dashboard which enables the Governing Council and senior leadership to track and respond to accidents and near misses.</p> <p>To investigate and record incidents, accidents and near-misses, and report as appropriate, for example file RIDDOR reports.</p> <p>To carry out specialised risk assessments such as Display Screen Equipment, New & Expectant Mother and Fire Risk Assessments as required.</p> <p>To receive and manage external inspections from the Local Authority or other statutory bodies such as the Health and Safety Executive and Scottish Fire and Rescue Service.</p>	
3	<p>Staff Training and Initiatives:</p> <p>To devise and deliver appropriate Health and Safety training for staff and pupils to meet the School's legal obligations. Where specialist external training is required, coordinate and manage this.</p> <p>To deliver Health and Safety initiatives to staff.</p>	10%
4	<p>Collaborative Working:</p> <p>To oversee regular or ad hoc projects/events at the School that present higher risk to pupils and staff, for example, school productions, performances or events, and work closely and collaboratively with staff overseeing such projects/events.</p> <p>To oversee Health and Safety matters in connection with all pupil trips/excursions, S3 Projects and Duke of Edinburgh activities.</p> <p>To oversee all Health and Safety issues relating to the School's capital development projects and the repairs and annual maintenance programme.</p> <p>To provide expert advice and guidance to the Head of Enterprise, when planning major events with multiple stakeholders.</p> <p>Work closely with the Professional Learning Manager to develop engaging training material, ensure timely delivery and maintenance of records.</p>	10%
5	<p>Meetings and Liaison:</p> <p>To meet with the Chief Operating Officer termly to review trends, merging issues and updates to policy.</p> <p>To convene the termly Health & Safety Committee meetings.</p> <p>To attend meetings of the Watson's Leadership Team, Governing Council and/or the Finance & Property Committee and any other meetings, if and when required, to report on H&S issues.</p>	5%
6	<p>To carry out any other reasonable ad hoc task or request as directed by the Principal, Chief Operating Officer, Head of Estates & Property Services, or other member of the Watson's Leadership Team.</p>	
<p>Key Contacts and Working Relationships:</p>		

The Health and Safety Manager reports to the Head of Estates & Property Services.

Also reports into the Principal and to the Health and Safety Committee.

Deals with staff at all levels and needs to be able to do this effectively to raise the profile of health and safety at GWC and promote a safety conscious culture.

Works with the Watson's Leadership Team on new policies and procedures – eg the health and safety policy, adverse weather policy, fire evacuation, critical incident policy and several others.

Develop relationships with key staff within Edinburgh City Council.

Planning and Organising:

Needs to be able to plan and prioritise in order to complete important tasks.

A large part of each day is inevitably spent responding to routine issues – accident reports, contractors on site requiring permits to work, queries, etc. – so making the time to e.g. write, review and develop policies and procedures requires discipline and organisation.

Problem Solving and Decision Making:

Regularly has to find practical and safe solutions to problems, eg. segregation of construction activity from staff and pupils, management of traffic in drop off car parks, alternative ways of working to reduce risk, modifications to working arrangements for pregnant employees, etc.

Enjoys a large degree of autonomy and authority to make decisions on day to day health and safety matters. Reviews any major issues with the Head of Estates and Chief Operating Officer.

Resources and Requirements:

Makes recommendations to the Head of Estates & Property Services for any additional resources.

No budgetary or line management responsibility, but shares a large part of the responsibility for the health and safety of about 3,000 individuals on campus each day and for staff and pupils on activities elsewhere.

Knowledge, Skills and Experience:

Experience

Proven experience in a similar role or other relevant experience
Experience of designing and delivering Health and Safety training

Qualifications:

NEBOSH National Diploma in Occupational Health and Safety – consideration will be given to those with a National Certificate and currently studying towards the Diploma

Skills

Excellent communication and interpersonal skills
Excellent planning and organisation skills
Good knowledge of Microsoft or Google applications, (Excel/Word/Docs/Sheets)
Is able to work proactively as an individual subject matter expert and collaboratively as part of a wider team
Is systematic and analytical in their approach to problem solving

Ideally the job holder will also:

- be a graduate member of IOSH
- hold a Fire Manager certificate
- have experience of working in a school or other education establishment