

Policy Document No: Per 1.1.1

Health and Safety Manager Job Description

Job Title: HEALTH AND SAFETY MANAGER

Service: Central Services

Responsible to: Head of Estates and Facilities

Other Key Relationships: 1) The Executive group and other Central Services Managers
2) Safety Representatives
3) Training Department
4) Management at all services
5) Individual employees at all levels
6) Hesley Group Insurers

Brief Description of Job:

The Health and Safety Manager will take the lead in ensuring we have safe working systems and practices in place. This will help us ensure that people are protected from unnecessary risk of injury or illness because people follow safe working practices that are in line with local, national and European legislation and guidance in respect of health and safety. This role will include assisting in the facilitation of appropriate Health and Safety training for employees and the oversight and co-ordination of insurance claims that relate to health and safety matters. The approach of the Health and Safety Manager should support an open and learning culture across the organisation so we can learn from errors and improve practice as a result of any positive or negative experiences.

Main Tasks and Responsibilities:

- 1 Ensure, together with the Learning and Development Manager, that systems are in place for the appropriate training of staff and managers and that these are kept under review.
- 2 Support and lead learning and development for staff as needed.
- 3 Work at all times to raise and maintain awareness and embed good practice across all sections of the organisation.
- 4 Work to ensure policies and guidance are updated and revised to reflect current best practice and legal requirements.
- 5 Be responsible for overseeing and managing a system of health and safety committees throughout the organisation.
- 6 Work to develop and maintain positive working relationships and ensure Hesley Group maintains a high profile in relation to health and safety matters.

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- 7 To support compliance with the law by:
- a) ensuring systems are in place and
b) systems are effective in respect of:
- Accident and Injuries at Work
 - Occupational Health
 - Food Safety
 - Control of Substances Hazardous to Health
 - Fire safety including maintenance and regular checks of fire detection systems, exit routes, evacuation plans, fire fighting equipment and emergency lighting systems, fire doors and training for staff including evacuation practice
 - Maintenance of the buildings equipment suitability and safe upkeep of furnishings, fixtures and fittings
 - Regular checks and maintenance of equipment
 - Display screen assessments
 - Provision of trained workplace first aiders
 - Training and support for Health and Safety representatives
 - Managing stress at work
 - Managing violence and aggression at work
 - Incident and near miss reporting
- 8 To develop and maintain a system for accreditation and compliance with CHAS (Contractor Health and Safety scheme).
- 9 Provide advice on a day to day basis in respect of health and safety matters.
- 10 Liaise with the Head of Policy and Regulation, Human Resources Manager and Estates and Facilities Manager in respect of policy development.
- 11 Liaise with the Company's insurers and oversee claims in respect of health and safety matters.
- 12 Assist in and provide guidance for the investigation of incidents, near misses or causes for concern relating to Health and Safety matters.
- 13 Maintain up to date knowledge and skills by attending or accessing appropriate training and development opportunities, published information or research outcomes.
- 14 To keep working practices under review.
- 15 Provide regular compliance updates to the Company through the Executive group, to individual heads of service and to health and safety committee meetings.

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General expectations:

You will be expected to:

- 1 Attend work as required, be reliable and punctual.
- 2 Organise and plan your work effectively and work to agreed targets.
- 3 Remain vigilant and do everything you can to protect people using our services or others from harm and abuse including the reporting of anything you hear or observe that indicates a risk of harm or abuse, or actual harm or abuse.
- 4 Participate in your supervision and appraisal processes.
- 5 Undertake as appropriate and as required any other tasks and responsibilities that are reasonably compatible with the job description and its objectives.

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health and Safety legislation) to take reasonable care of the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for staff and people we support.

Most challenging aspect of the job

The difficult nature of working with young people who exhibit challenging behaviours does give rise to incidents and accidents with staff and can be a pressured environment in which to work. Therefore, there is a real need to liaise with key personnel to actively analyse and report on these aspects in order to minimise the number of incidents and support best practice.

The contribution of this role

This post has a key contribution to make in respect of the safety and wellbeing of employees, to matters affecting all the people who use our services, members of the public and people with whom we contract. Effective health and safety management supports the Company in maintaining our duty of care, our compliance with legislative requirements and best practice guidance, and our reputation for high standards of care and support.

This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. Hesley Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.

Prepared by Human Resources Manager

Date: 26/07/18

Jobholder: _____ Signed: . _____ Date: _____

Manager: _____ Signed: . _____ Date: _____