

## **JOB DESCRIPTION**

### **JOB DETAILS**

**Job Title:** Health and Safety Manager

**Grade:** MSP 7

### **JOB PURPOSE**

Ensure that the environment at all Tyne Coast College (TCC) and Tyne Coast Academy Trust (TCAT) sites is safe and healthy, through the development, implementation and monitoring of health and safety policies, plans and practices. Understand health, safety and environmental problems and solutions and clearly communicate solutions to a broad stakeholder base, persuade people to change their methods and practices through support and staff development. Achieve a level of health, safety and environmental management that is appropriate to the education sector. Work with college staff and others to protect the health and safety of staff, students, visitors and customers by ensuring that risks in the workplace are appropriately managed.

**ACCOUNTABLE TO:** Head of Estates

### **KEY RESULT AREAS**

1. Promote good health, safety and environmental practices throughout all college activities.
2. Ensure the College Health and Safety Policy is kept up to date and complies with legislation and best practice. Produce an annual improvement plan covering TCC and TCAT sites, identifying clear themes, actions and targets
3. Produce quality assured Local Policy Statements, Fire Plans and Fire Risk Assessments . Propose, implement and monitor measures necessary to comply with Health and Safety and Environmental Legislation and Codes of Practice.
4. Attend TCC & TCAT Health and Safety Councils and local Health and Safety Committees. Produce relevant accident, incident and near miss data to enable analysis of trends and action planning.
5. Provide independent professional advice and technical information where appropriate to senior managers and all line managers to enable the college to discharge its statutory, common and moral obligations, keeping staff and managers abreast of changes in Health, Safety and Environmental Legislation and Codes of Practice.
6. Produce monthly reports for the college and an annual report for the Board on Safety and Environmental Management which monitors progress against the operational plan.

7. Maintain an accident database and ensure all accidents, near misses and incidents are investigated and actions as a result, are completed and the accident record closed. Where necessary submit reports to SEG and the enforcing authority as required by the Report of Injuries, Diseases and Dangerous Occurrences Regulations. In the event of a claim, provide relevant accident and investigation data for the insurers.
8. Support Schools and Departments in the preparation of risk assessments. Monitor the availability and appropriateness of risk assessments and, where necessary, safe working practices by carrying out workplace safety audits covering each building annually. Agree actions with department head / deputy and maintain a database of inspections and actions, ensuring that agreed actions are closed off in a timely manner. Where appropriate, assist in the purchase of equipment, machinery and personal protective equipment.
9. Work with the Learning and Development Manager to ensure that staff have appropriate training and the college has sufficient numbers of trained staff to discharge health and safety duties. Deliver health and safety training where appropriate and an annual Business Continuity exercise.
10. Co-ordinate and, where necessary, carry out safety checks on work placement locations.
11. Meet and co-operate with visiting health and safety officers as required
12. Ensure the implementation of Fire and Evacuation Procedures and monitor its effectiveness by managing fire evacuation drills on all sites at least once per year.
13. Management of insurance compliance inspections in co-ordination with Department Heads and Senior Technician.
14. Carry out evening *Duty Manager Responsibilities* as required.

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of the College, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

The College is committed to equality and diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at the College embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of

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staff, students and visitors to the College with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the College on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the College Health and Safety Policies in respect to their specific duties and responsibilities.

## **LEARNING & DEVELOPMENT**

All staff are required to participate fully in the college Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

The College is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The College expects all staff and volunteers to share this commitment.

## **COMMUNICATION AND WORKING RELATIONSHIPS**

### **Internal Communication/Working Relationships**

Liaison with:

Managers, students

### **Membership of College Groups**

Health and Safety Council

### **External Communication/Working Relationships**

Liaison with:

Insurance Broker and Company  
Health and Safety Executive  
Professional Health and Safety Organisations

## Health and Safety Manager

This is not an exhaustive list – it is for illustrative purposes only

### KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1	Knowledge/Experience	Assessed At
	<p><b>ESSENTIAL</b></p> <p>1.1 Substantial demonstrable experience working in Health and Safety Management, and providing advice to a wide range of staff</p> <p>1.2 Thorough knowledge of recent Health and Safety Legislation and Regulations</p> <p>1.3 Experience of working with non-specialist managers and staff to create a culture of health and safety</p> <p><b>DESIRABLE</b></p> <p>1.4 Management of Health and Safety in an environment where there are high numbers of non-employees, eg school, university, hospital</p>	<p>A/I</p> <p>P</p> <p>A/I</p> <p>A/I</p>
2	Qualifications	Assessed At
2.1	<p><b>ESSENTIAL</b></p> <p>NEBOSH certificate or equivalent</p> <p><b>DESIRABLE</b></p>	A
2.2	NEBOSH diploma or equivalent	A
3	Skills	Assessed At
3.1	<p><b>ESSENTIAL</b></p> <p>Able to demonstrate effective organisation skills, attention to detail and workload prioritisation</p>	T
3.2	Ability to work under pressure and on own initiative, working accurately to deadlines and delivering against targets and internal SLAs	I

3.3	Excellent communicator both written and verbal	I/P
3.4	Excellent analytical and IT skills	T
3.5	Ability to manage teams	I

**Key: Assessed at**  
**A – Application Form**  
**I – Interview**  
**P – Presentation**  
**T - Test**