



JOB DESCRIPTION

POST TITLE: HEALTH, SAFETY & ENVIRONMENTAL ISSUES
MANAGER (FULL OR PART TIME)
POST NUMBER: WREQ
GRADE: MANAGEMENT SPINE

JOB PURPOSE

Under the general supervision of the Director of Health & Safety and Estates, the Health, Safety and Environmental Issues Manager will be responsible for advising, supporting, co-ordinating and implementing the College's Health and Safety, Environmental and associated Policies.

KEY TASKS AND DUTIES

As post-holder, you will be responsible to the Director of Health & Safety and Estates for the following:

- To support the Director in establishing arrangements to ensure the Weston College Group's compliance with legislation, regulations, codes of practice and other advisory codes of practice relating to:
 - Health, Safety and Welfare.
 - Food Hygiene and Environmental Services.
 - Business Continuity and Major Incident Planning, Response and Recovery.
- To advise managers and senior leaders in the process of risk assessments, codes and procedures to ensure compliance with all Health and Safety Policies.
- To carry out campus and department/faculty audits and produce audit reports and action plans for presentation to Leadership Board and Audit Committee.
- To lead on Business Continuity and Major Incident Response testing through organising table top scenario activities and practical rehearsals.
- The management of statutory records and registers and ensure they are maintained and in date.
- To ensure that the following are investigated:
 - Accidents and near miss reports.
 - Breaches and potential breaches of codes, procedures and regulations relating to the College's Health and Safety, Environmental and associated Policies.
 - Complaints regarding Weston College undertakings.
- Advise upon and where so directed, lead actions resulting from such investigations.

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- Carrying out Health and Safety monitoring of the work-based learning/work placement provision and keeping accurate and up-to-date assessor records.
- To promote and deliver staff training and CPD relating to Weston College Group Health and Safety, Environmental and associated Policies, specifically Induction, Risk Assessment, and Fire Evacuation procedures.
- To lead in implementing, monitoring and compiling data to contribute to Weston College Group Committees Annual Health, Safety and Environmental Plans and associated reports.
- To ensure the implementation of all policies underpinning the safety of all students and staff engaged in off-site activities, including but not limited to Fire Safety, Sustainable Transport, Educational Visits and Workplace Assessments.
- To develop, maintain and produce documentation and procedures to ensure delivery of a customer-focused, responsive, flexible and efficient H&S service which meets the demands of College.
- To promote the efficient operation of the College's First Aid provision, ensuring that the College has appropriate first aid cover at facilities at all times.
- To support the annual testing and/or compliance testing of gymnasium equipment, LOLER, PUWER equipment, for example, and ensure records are maintained.
- Undertake hazard spotting, undertake risk assessments and develop safe systems of work, assisting with safe working practices and recommending necessary changes.
- Keeping up to date with new legislation and maintaining a working knowledge of all health, safety and environmental legislation and technologies that effect the organisation's operations and undertakings.
- In the future, the possibility of providing line management, support, and supervision of all aspects of the performance of staff for whom the post-holder may be responsible.
- Any other duties as commensurate with the post.

GENERIC TASKS AND DUTIES

In addition to the requirements of the post above, all members of the team are responsible for:

- Completing all associated organisational and administrative work.



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- Participating with both internal and external staff development, as appropriate.
- Deal effectively and promptly with stakeholder needs by telephone, written correspondence and in person.
- Meeting the requirements of the Health and Safety at Work Act 1974 and the College's own Health and Safety Procedure.
- Adhering to all Weston College policies and procedures.
- Being prepared to operate on a flexible year, as required. You may be expected to work out of normal working hours, as required by the role.
- Complying with Information Security requirements, in line with Weston College policy.
- Undertaking other such duties as may be reasonably required, commensurate with the grade of the appointment.

HEALTH AND SAFETY

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

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine, 00 - 04: £36,015.00 to £40,575.00 per annum (pro-rata).

HOURS

Hours of attendance: Full-time, 37 hours per week.
Part-time, 29.6 hours per week.

Annual leave: 318.5 hours per annum inclusive of statutory bank holidays and company closures (pro-rata).

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.



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PLACE OF WORK

This role is based at Knightstone Campus; however, the post holder will be required to work at different sites within the Weston College Group and externally across the southern counties of UK to accommodate workplace assessments and visits across the Prison Education Framework.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
A minimum qualification of the NEBOSH General Certificate in Occupational Health & Safety (or equivalent).	✓	
3 years' experience in a similar or relatable role.	✓	
Experience in the management and co-ordination of Environmental, Health and Safety policies within a FE/HE/IFT situation.		✓
Excellent interpersonal skills, and the ability to work closely with and support managers and all other staff to achieve compliance with all legal requirements.	✓	
Excellent communication and analytical skills.	✓	
Ability to work on own initiative.	✓	
Proactive approach to problem solving.	✓	
Flexible approach to service delivery.	✓	
Computer literacy.	✓	
Clean driving licence.	✓	