



EDUCATION SERVICES

HEALTH AND SAFETY MANAGER

EGV

JOB DESCRIPTION

JOB SUMMARY:

Although the post is nominally within Education Services, the scope of the role extends across all other business units under the direct control of the Committee *for* Education, Sport & Culture. The Health and Safety Manager will have four main areas of work, broadly outlined as:

- To drive improvements in Health and Safety processes, procedures and reporting mechanisms across the activities of the Committee *for* Education, Sport & Culture's operations in line with the States of Guernsey Health and Safety Directive;
- To develop, implement, maintain, review and monitor policies and procedures in relation to Health and Safety;
- To identify and implement appropriate measures and training to minimise the exposure of staff, service users and members of the public to hazards that could affect their Health or Safety;
- To monitor, and report on, relevant KPIs.

RELATIONSHIPS:

The post holder will be responsible to the Head of Resources and will also have a functional link to the Head of Profession for health and safety matters. He/she will line manage the Health and Safety Advisor.

The post holder will liaise with staff within Education Services, Culture & Heritage, Island Archives, Sport & Recreation, other States Committees, technical advisors, suppliers and contractors. The post holder will also have contact with members of the public.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- To produce, maintain, distribute, monitor and review appropriate health, safety and welfare policies and procedures to minimise the exposure to hazards and potential for injury of those using its services, structured to align with the requirements of the States of Guernsey Health and Safety Directive, and to co-ordinate with other staff undertaking supporting activities.
- To undertake compliance checks as appropriate and to identify and report any areas for improvement.
- To undertake or commission specific health and safety audits, evaluate reports and assess/prioritise/monitor the resolution/closure of any identified issues.
- To promote health and safety through the intelligent application of risk management and ensure, that employees are aware of, and comply with, relevant health and safety responsibilities and legislation.
- To develop and support a network of Health and Safety Co-ordinators within individual business units to fulfil their responsibilities through regular liaison and communication, and to ensure the availability of up-to-date policies and procedures.
- To raise awareness of Health and Safety across the organisation and provide advice, guidance and training to employees for their health, safety and welfare.
- To liaise with the key staff to identify and advise on the scope, extent, frequency and delivery of Health and Safety training.
- To maintain and monitor an online accident reporting system, be responsible for formal investigations and reporting to the Health and Safety Executive in respect of notifiable accidents and, through liaison with other staff as appropriate, to address any premises-related issues.
- To ensure that appropriate controls are identified and applied for activities within higher-risk specialist teaching areas on school sites (including science, D&T, PE, food technology, art and drama), evaluate training needs and monitor compliance.
- To liaise with the HR section to identify potential improvements for employee safety, investigate accidents and unsafe working conditions, identify learning outcomes and produce reports recommending remedial action.
- To advise the HR section on the adoption of a proactive approach to employee occupational health and contribute towards staff induction processes and documentation.
- To liaise with staff responsible for the design and delivery of major capital projects and other significant facilities developments on matters relating to the health and safety of those using and maintaining the facilities.

- To act as a member of the Education, Sport & Culture Health and Safety Committee and to contribute to the ongoing delivery of its objectives, including provision of management reports and KPIs.
- To manage the Health and Safety budget.

KEY CRITERIA:

ESSENTIAL

1. A specialist health and safety qualification such as NEBOSH Diploma or City & Guilds NVQ Level 5 Diploma in Occupational Health and Safety Practice (or equivalent).
2. Chartered Membership of the Institute of Occupational Safety and Health (CMIOSH) or equivalent membership of a recognised health and safety professional body operating a compulsory continual professional development programme.
3. Extensive experience in the development, implementation and monitoring of Health and Safety Corporate Management systems in alignment with HSG65 and/or BS ISO 45001.
4. Excellent communication and interpersonal skills with the ability to communicate effectively at all levels, enthuse and encourage others and build good working relationships with both internal and external stakeholders.
5. Experience in the identification of training needs and the planning and organisation of appropriate training programmes.
6. A flexible approach to work, with the ability to work on own initiative as well as making a significant contribution to the work of a small team.
7. Knowledge and experience of working within the requirements of the Health and Safety at Work (General) (Guernsey) Ordinance, 1987 or the UK Health and Safety at Work Act 1974.
8. Good organisational skills with the ability to prioritise, manage own workload, work under pressure and meet deadlines.
9. Effective decision-making skills, analytical and problem solving capability and the ability to judge situations, identify facts, reach balanced decisions and make appropriate recommendations.
10. Ability to apply generic risk assessment and risk management skills to meet the needs of a varied and complex service in an innovative and supportive manner.
11. Competent in the use of IT products including Word, Excel and Outlook.

DESIRABLE

12. Experience and knowledge of Health and Safety management within an educational environment.
13. Competent in training staff at all levels in Health and Safety.
14. Fire Protection Association (FPA) Certificate in Applied Fire Risk Assessment or equivalent.
15. Experience in the use of IT-based recording, analysis and reporting systems within a Health and Safety environment.
16. Experience in the use of Sharepoint.

TRAINING:

The post holder will be required to attend appropriate training courses and other CPD as necessary.

HEALTH AND SAFETY:

The post holder will be required to comply with all relevant Health and Safety policies.

LEAVE/TIME IN LIEU:

At times it may be necessary for the post holder to work evenings and/or weekends, with time off in lieu. The post holder will be expected to plan any significant annual leave with consideration to the demands of the various aspects of the role.

This job description and the requirements will be subject to periodic review, and will be reviewed as the structure of the Health and Safety section develops over time.

Due to the nature of this post an Enhanced Criminal Record Check will be required.

BEHAVIOURS: WORKING TOWARDS COMPETENCY FRAMEWORK LEVEL 3 BEHAVIOURS, FOR EXAMPLE:-

- Develop an understanding of own area's strategy and how this contributes to Committee priorities.
- Seek to understand how the services, activities and strategies in the area work together to create value for the customer / end user.
- Regularly review procedures or systems with teams to identify improvements and simplify processes and decision making.
- Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same.

- Make decisions when they are needed, even if they prove difficult or unpopular.
- Explore different options outlining costs, benefits, risks and potential responses to each.
- Recognise scope of own authority for decision making and empower team members to make decisions.
- Communicate in a succinct, engaging manner and stand ground when needed.
- Promote the work of the Committee and play an active part in supporting the public service values and culture.
- Establish relationships with a range of stakeholders to support delivery of business outcomes.
- Deal with conflict in a prompt, calm and constructive manner.
- Identify and address team or individual capability requirements and gaps to deliver current and future work.
- Continually seek and act on feedback to evaluate and improve their own team's performance.
- Monitor the use of resources in line with organisational procedures and plans and hold team to account.
- Make effective use of programme / project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions.
- Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money.
- Plan ahead but reassess workload and priorities if situations change or people are facing conflicting demands.