



JOB DESCRIPTION

Post:	Health & Safety Manager
Department:	Facilities
Reporting to:	Director of Facilities
Salary:	£40,000 per annum
Hours per week:	37.5
Contract Type:	Support/Permanent
Annual Leave:	30 days plus bank holidays
Probation Period:	6 months

Main Purpose of the Role:

The primary purpose of the role is to evolve and implement Hartpury's Health and Safety Policies and Procedures, along with the development of an overarching and comprehensive Health, Safety & Environment Strategy. The role holder will also have a vital role in monitoring standards and compliance across Hartpury, while adopting a proactive role in embedding and enforcing a positive health and safety culture. The post holder will provide professional advice and guidance to the organization in relation to good health and safety management to ensure Hartpury complies with current health, safety and environmental legislation. This will include an extensive audit programme, training a variety of stakeholders, site inspections, accident investigations and liaising with external bodies. The promotion of effective health and safety awareness to both staff and students is embedded within this role.

The Health & Safety Manager is expected to exercise professional ethics, judgement and knowledge in dealing with health and safety issues particularly where guidance is not always specific or a situation maybe new or constantly evolving.

Main Duties & Responsibilities:

Health, Safety & Environment Management and Policy Development

1. Lead on all aspects of health, safety and environment management across Hartpury.
2. Implement and monitor Hartpury's Health, Safety & Environment (HSE) policies and procedures and develop procedures for any aspect of Hartpury activity where it is identified a health and safety policy or procedure should exist;
3. Develop a Campus Security Policy and to regularly review the Campus Security Risk Assessment and visitor management process;
4. Develop a comprehensive HSE strategy for the institution;
5. Keep up to date with relevant legislation and assist in the implementation of new legislative requirements through the updating and roll out of policies and procedures;



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Specialist Advice and Guidance

6. Provide specialist advice and guidance in line with current legislation to staff and managers on all HSE issues as well as support for all risk areas and activities;
7. Advise on provision related to HSE within the Hartpury estate and activities, attend site visits and meetings concerning HSE, provide advice and implement agreed actions;
8. Advise relevant managers on the HSE implications for students on work experience and/or undergoing work based training;

Audit, Inspections & Risk Management

9. Undertake HSE inspections of Hartpury facilities and activities on a regular basis (planned and no notice);
10. Undertake HSE audits to include risk assessments in all service areas in conjunction with the Risk Area Managers/Heads of Department;
11. Supervise and co-ordinate the completion of Risk Assessments in line with Hartpury's activities for each Department or service area providing coaching to managers. Carry out special Risk Assessments (higher risk), as appropriate, in conjunction with the relevant managers and staff.
12. Report on and take remedial action on issues arising out of Fire Drills. This will include organising and taking part in the regular performance of fire drills;
13. Investigate accidents and incidents, preparing reports as required for Hartpury management and external bodies/insurers as well as recommending measures to prevent recurrences and reduce impact and liability;
14. Conduct inspections and assessment of fire risks in Hartpury buildings and activities;
15. Complete Risk Assessments for Display Screen Equipment and workstations as requested;
16. Oversee the provision of guidance and control of COSHH procedures and practices;
17. Be the 'responsible person' for reporting arrangements under RIDDOR;
18. Sit on Hartpury's Risk Management Committee and provide support to Hartpury's emergency and business continuity planning framework;

Liaison and Networking

19. Liaise with external bodies as necessary to initiate partnerships and networks e.g. local authorities, HSE;



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20. Network with relevant college and university groups e.g. Landex, Guild HE, AoC;
21. Undertake active collaboration to benefit Hartpury particularly with regard to best practice;

Systems Maintenance and Development

22. Develop a database and/or reporting system to record and monitor accident statistics and investigations;
23. Maintain the HSE area on Hartpury's Intranet or other suitable site ensuring all policies and forms are accessible and up to date;

Training and Promotion

24. Manage the first aid provision at Hartpury to include, maintaining a list of first aid trained staff ensuring that appropriate numbers of first aid trained staff reside in each risk are zone;
25. Manage the fire marshall provision at Hartpury, maintaining a list of fire marshall trained staff ensuring that appropriate numbers of fire marshalls reside in each risk are zone;
26. To prepare and deliver HSE training to include induction and organize other relevant external training where applicable in line with budgetary limits. This will include training to students who have breached health and safety regulations;
27. Organization a programme of health and safety campaigns

Decision Making Authority and Reporting

28. To set up the quarterly HSE Forum meetings;
29. To compile Health and Safety statistics on a quarterly basis for presentation at the HSE Forum;
30. Present to the HSE Forum progress reports against the HSE Strategy (along with other relevant data and information e.g. risk assessments, accident reports and near misses, policy developments and compliance issues);
31. To collate and produce a HSE Annual Report for circulation to Governors, SMT, Executive, managers and any relevant external agencies (e.g HSE, Care Standards, Ofsted);

Teaching Posts Only

For all teaching and related posts, the following duties are specified: formal scheduled



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teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity.

Other Reasonable Duties

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities Hartpury reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

Safeguarding

Hartpury recognises that it has a statutory and moral duty to ensure that Hartpury safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at Hartpury. It is the responsibility of everyone at Hartpury to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

Equality, Diversity and Inclusivity

It is the responsibility of the post holder to promote equality, diversity and inclusivity across Hartpury. The post holder will undertake their duties in accordance with Hartpury's policies relating to equality and diversity.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

Health and Safety

The post holder will be required to promote health, safety and wellbeing throughout Hartpury. They will also be required to undertake their full duties and responsibilities in accordance with Hartpury's Health and Safety Policies and Procedures.



PERSON SPECIFICATION

Requirements	Essential	Desirable	How Assessed (Application Form / Interview / Other)
Qualifications/Training			
A relevant first degree or equivalent qualification	✓		AF
NEBOSH Diploma in Occupational Health & Safety Management or equivalent	✓		AF
Chartered Member of IOSH or Graduate working towards Chartered Membership	✓		
Evidence of continuous professional development	✓		
Knowledge Experience/Key Skills			
Credible experience in health, safety and environment management in a complex organisation	✓		AF/IV
Knowledgeable and up to date on Health, Safety & Environmental legislation, processes and best practice	✓		AF/IV
Experience of developing health & safety policies and procedures and ensuring these are compliant with legislation changes or current events	✓		
Ability to advise and coach managers with health, safety and environment matters, creating a positive health and safety management culture	✓		AF/IV
Understanding of construction and contractor safety	✓		AF/IV
Experience of working in an educational institution		✓	AF/IV
Excellent written and verbal communication skills in order to work with, provide advice to, train, and promote excellence in Health and Safety all staff and students	✓		AF/IV
Use of using IT packages and systems to manage procedures and work activities. Competent in standard Microsoft Office packages, e.g. (Word, Excel, Teams etc.)	✓		AF/IV
Excellent organisational skills with the ability to plan, prioritise and deliver across a range of work activities and manage a busy workload	✓		AF/IV
The ability to understand and analyse complex information and present it	✓		AF/IV



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simply and accurately, producing comprehensive Health, Safety and Environmental reports/recommendations			
A flexible and positive approach to work	✓		AF/IV
An understanding of safeguarding and its importance in an educational environment	✓		AF/IV
Behavioural Competencies			
Excellence With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
Champion Change With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
Responsibility We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.	✓		AF/IV
Working Together We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.	✓		AF/IV
Trust and Respect We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which Hartpury is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of



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young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to Hartpury.