



# RADLEY

## JOB DESCRIPTION

<b>Job Title</b>	Health and Safety Manager
<b>Hours</b>	Monday to Friday (Small amount of weekend and after-hours work required)
<b>Location</b>	Radley College, Abingdon
<b>Reports To</b>	Head of Facilities and Compliance
<b>Purpose of Role</b>	Providing support to the Head of Facilities and deputising on H & S matters in their absence.

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## THE ROLE

Radley College is looking to appoint a Health and Safety Manager to work as part of the Estates Team, committed to delivering excellent customer service, reporting to the Head of Facilities. It is envisaged this role will be carried out by someone looking to develop their career in Health & Safety and who will therefore have had some experience in a similar role. Training and advice will be provided by the Head of Facilities, as well as the opportunity to progress with formal H&S qualifications if desired.

This is an excellent opportunity to work with the Estates Team to support the maintenance of a positive and proactive safety culture.

The post holder will use experience and knowledge to exercise initiative which they will use to resolve issues and to maintain compliance. They will use their judgement to deal with unforeseen problems and circumstances, to comply with the standards set by legislation and College policies and guidelines. They will be responsible for the oversight of safety checks, and be responsible for inspections and audits to ensure the highest standards of Health & Safety for students, visitors, and staff. The role is varied, challenging and hugely enjoyable, offering the right blend of support and autonomy.

Specific duties include but are not limited to:

### General

- Maintain a central library of records and H&S information.
- In liaison with the Head of Facilities, set framework and manage regular risk assessments, maintaining records.
- Assist Heads of Department/Trip and Events organisers in effective risk management writing and procedure. Ensure that these are in place for all activities and are regularly reviewed and updated.
- Support Executive Assistant to the Bursar on all College insurance Health and Safety related issues.
- Maintain regular contact with colleagues and departments, providing guidance on health and safety, promoting awareness and good practices. Lead health and safety initiatives.

- Identify appropriate training to meet identified needs for roll out to all staff.
- To act as the point of contact for accident, incident and near-miss reports, subsequent actions, and investigations. Maintain accident records and review data against metrics.
- To facilitate and conduct health & safety training and toolbox talks, both on-line and in person, ensuring accurate recording and communication of completion with the HR department. Ensuring guidance on health and safety is up to date and accessible to all staff. Where specialist training is required, co-ordinate and manage this.
- Keep informed on developments and proposed changes in legislation by undergoing CPD. Liaise with HSE, Emergency Services and others on fire safety and H&S issues.

#### Fire Safety:

- Ensure Fire risk Assessments are carried out and recommendations/actions resolved.
- Train users on fire alarm panel operation and emergency procedures.
- Carry out departmental evacuation drills as scheduled.
- Carry out safety induction training with external customers.
- Maintain and action fire door survey records, inspect window locks and fire emergency signage.
- Ensure PAT testing outstanding actions and recommendations are resolved/repaired/removed.
- Arrange fire compliance servicing and replacement of faulty equipment.
- Support Facilities teams by co ordinating scheduled works to avoid conflicts of interest.

#### Building / Department Safety:

- Regularly inspect College vehicles and report vehicle faults.
- Regularly inspect footpaths, College roads and car parks. Arrange access requirements with relevant employees and Contractors during projects.
- Assist with traffic control marshalling duties for events and end of term traffic.
- Inspect Contractors operating on site work in line with approved RAMS.
- Inspect departmental Coshh and DSeair compliance and support with risk mitigation guidance.
- Inspect Socials and buildings regularly ensuring emergency procedures are followed.
- Arrange asbestos sampling and maintain Asbestos register in line with legislation.
- Communicate with Heads of Department where service, inspections, repairs, and maintenance are required to avoid timing conflicts and unnecessary disruptions.

#### Compliance

- Ensure all Health and Safety regulations are followed, e.g., Coshh, PUWER, Manual Handling etc.
- Establish a program of audits, inspections, spot checks and surveys, maintaining an up-to-date schedule of all monitoring activities, this includes specialist risk assessments for staff such as lone working and manual handling.

**These key tasks are not intended to be exhaustive, but they highlight several major tasks that the post-holder may be reasonably expected to undertake.**

#### Required Knowledge, Skills, Qualifications, Experience

- Effective communicator with a proven ability to persuade, negotiate and influence others.
- Evidence of literacy and numeracy, with the ability to write clearly, and to analyse information and data.

- Working knowledge of Microsoft Office and e-mail.

### **Planning and organising**

- Schedule and prioritise work to ensure on time and (where applicable) on budget delivery.
- Contribute to written documents, for example guidelines internal to the area, taking account of audience.
- Operate with limited supervision as they will have considerable scope for initiative, within established work procedures. Problem solving and decision making.
- Anticipate and identify issues in own area based on experience; make appropriate suggestions for improvements and implement these when agreed in own area while working within financial budget framework.

### **Organisational understanding**

- Quickly develop an understanding of their working area and how it contributes to the success of the college.
- Display an interest in how the college operates beyond own working area; develop and share this knowledge with others.

### **Relationships and communication**

- Develop and maintain excellent working relationships in own area, and more widely as required for collaborative working opportunities.
- Communicate clearly and openly with others both within and external to the College and use a range of communication skills and strategies to gain commitment to a course of action.
- Always demonstrate collaborative working, including with others outside the immediate work area.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, always, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with college and local Safeguarding Board stipulations.