

JOB TITLE: Head of Health, Safety, Environment and Sustainability

REPORTS TO: Chief Operating Officer

GRADE: Management Scale L30 – L34

JOB PURPOSE

To promote and develop a positive health, safety and environmental culture across Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHC&AT). To maintain and promote high quality safe educational environments, proactively meeting and monitoring health & safety legislative standards and compliance.

To implement, review and monitor OHC&AT's health, safety and environmental management systems including appropriate policies and processes along with organising and delivering health, safety and environmental training to meet the OHC&AT objectives.

To provide comprehensive and competent health, safety and environmental advice to OHC&AT, ensuring all foreseeable risks are identified, assessed, mitigated and monitored along with investigating accidents and incidents and supporting individuals in maintaining a healthy, safe and compliant work environment.

To lead the OHC&AT Sustainability agenda ensuring appropriate sustainability objectives are established and delivered against.

FUNCTIONAL LINKS

Chair the OHC&AT Health and Safety Committee
Annual Compliance reporting to OHC&AT Board of Trustees

REPORTING RELATIONSHIPS

The Head of Health, Safety and Environment will report to the Chief Operating Officer and will be responsible for the line management of the Health and Safety Team.

MAIN DUTIES AND RESPONSIBILITIES

1. Develop and implement health, safety and environmental management systems including appropriate policies, processes and safe systems or work.
2. Develop and implement the health, safety and environmental strategy, providing competent, professional advice to OHC&AT.

3. Lead on health, safety and environmental management across all areas of OHC&AT including Curriculum and Occupational elements.
4. Lead on Sustainability across OHC&AT ensuring that meaningful objectives are in place, performance is monitored and positive progress is delivered.
5. Develop and maintain effective stakeholder relationships internally and externally as necessary to ensure effective delivery of HSES objectives.
6. Liaise closely with the HSE, the OHC&AT Health & Safety Consultants and other Health & Safety enforcement agencies, the RPA and college insurance providers to maintain compliance, health and safety standards and value for money.
7. Working closely Estates & Facilities Management, and all academy Estates/Management teams carry out independent workplace inspections to identify potential hazards, assess risk and monitor safe working practises, reporting to the Chief Operating Officer and keeping current records of significant risk.
8. Provide advice and support to the Estates and Facilities teams ensuring risks associated with their work are identified and mitigated along with ensuring compliance with applicable legislation, best practice and current Construction, Design and management Regulations.
9. Support Estates & Facilities Management, the Principal Contractor and/or Designer to oversee building projects, liaising with contractors and stakeholders as necessary to monitor and maintain compliance to Fire Safety Legislation, Building Regulations, CDM Regulations and value for money. This may involve regular attendance at project progress meetings.
10. Support all Free school projects during the design/planning stage and work with partnership agencies/teams. Oversee all H&S requirements during the handover stage.
11. Ensure any accidents are investigated appropriately across OHC&AT with root causes analysed and learning opportunities identified. Personally lead the investigation following significant incidents.
12. Ensure any required reports are made in a timely manner to the appropriate authority with regard to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)
13. Manage high risk investigations following an accident or incident resulting in significant injury, reporting to Executive and Senior teams and the HSE (RIDDOR).
14. Devise, implement and manage an effective assurance programme to include internal and external audits and inspections as necessary to ensure effective delivery across the remit of the role.
15. Establish structured training programmes across OHC&AT and deliver such training as necessary to ensure colleagues are sufficiently competent.
16. Ensure suitable and sufficient data records are maintained across the scope of the role.
17. Provide routine and structured reporting across the scope of the role ensuring accurate data and interpretation of trends.

TEAM MANAGEMENT

1. Promote and encourage an ethos of teamwork, personal development and safe working practices.
2. Manage the Health and Safety Coordinator, developing team and individual skill, knowledge and capabilities.
3. Ensure continuing professional development by taking active steps to identify training and vocational opportunities personally and as part of annual team professional development reviews.
4. Liaise and develop good working relationships with all teams, working closely with IT and Facilities Management on project management activities.
5. Liaise and develop contractor and supplier networks and partnerships to promote high quality and value for money services.

GENERAL RESPONSIBILITIES

1. To be responsible for maintaining records, information and data, producing analysis reports as required.
2. To maintain information in a confidential manner, adhering to GDPR and the Data Protection Act 2018.
3. To actively promote equality and diversity, recognize and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices
4. To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
5. To make regular use of training, development and self-assessment processes to improve the quality of work.
6. To recognise own strengths and areas of expertise and use these to advise and support others.
7. To ensure compliance by self and others with all health and safety policies and procedures.
8. To ensure safe use by self and others of equipment and materials.
9. To establish constructive relationships and communication with contractors and other agencies/professionals.
10. To treat all users of the College and Academies with courtesy and consideration.
11. To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
12. To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of Orchard Hill College and Academy Trust.

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder, in light of any changes in the requirement and priorities within OHC&AT. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

SIGNED: **Date:**

(Post Holder)

SIGNED: **Date:**

(Line Manager)

DRAFT

Person Specification

ORCHARD HILL COLLEGE AND ACADEMY TRUST

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Priority 1 criteria are required on appointment, priority 2 can be gained after appointment.

Qualifications/Experience	Priority
1. Recognised qualification in Health & Safety: NEBOSH Diploma in Occupational Health & Safety (or similar)	1
2. Appropriate professional membership (IOSH or similar)	1
3. Experience of working within a complex organisation	1
4. Experience in leadership and team management	1
5. Experience of working the education sector	2
Abilities, Skills and Knowledge	
1. Detailed subject knowledge regulations and other relevant legislation in the education sector.	1
2. Able to provide accurate, clear and concise reporting to meet the needs of the organisation	1
3. The ability to communicate effectively and sensitively to both internally and externally	1
4. Ability to use Microsoft Office packages	1
5. Ability to maintain confidentiality at all times, ensuring that confidential data is handled in a sensitive manner	1
6. Excellent organisational skills and record keeping.	1
7. Ability to work flexible hours.	1
8. The ability to adhere to OHC&AT policies, including Equality and Diversity, Data Protection, Safeguarding of Children and Vulnerable Adults, and Health and Safety Policies.	1