

- Advise all schools as required to maintain a high standard of health & safety through the use of internal and external resources including both planned and reactive health & safety schedules.
 - Ensure Construction Phase Plans are in place and that CDM is followed by contractors on all school projects (unless led by an external Project Manager then it will be a supporting role).
 - Support schools in the delivery of H&S in smaller school maintenance projects (non-capital / project works) in the absence of the Head of Estates/ Facilities Manager
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- Answer day to day compliance and health & safety queries from HET and school staff via the helpdesk, email, or phone.
 - Ensure that health & safety performance data is effectively captured and analysed to enable improvement plans to be developed.
 - Prepare documentation for the Head of Estates regarding H&S Audits and risk with recommendations.
 - Work closely with the Facilities Manager to ensure compliance requirements are being controlled, documented and maintained in accordance with regulations and guidelines.
 - Liaise with HR on health and wellbeing issues particularly where a risk assessment has identified a need, including supporting HR and line managers in carrying out individual risk assessments when required.
 - Be responsible for updating the HET intranet with health & safety documents, templates and guidance as required.
 - Respond appropriately to emergencies or urgent issues as they arise and deal with them as appropriate.

Compliance Management and Development

- Train new school staff on HET systems as appropriate.
- Contribute to the Site Manager conferences and, in the Head of Estates, absence run the meetings with the Facilities Manager.
- Maintain regular contact with schools within HET and external agencies to develop working partnerships.
- Ensure risk assessments are prepared and reviewed as necessary in schools.
- Support schools to maintain safe systems of work and implement best practice, including providing specialist advice and practical support as needed.
- Liaise with schools to oversee and support all school based and overseas trips.
- Ensure schools have completed all relevant statutory compliance checks.

Health & Safety

- Ensure HET's health and safety policy is implemented consistently across the schools and HET head office.
- Support the Head of Estates in preparing HET's health & safety policy on an annual basis.
- Ensure all safe guidance procedures are up to date, reviewed and implemented appropriately.
- Ensure school specific health & safety policies are in place, reviewed and updated.
- Carry out health & safety induction training for new managed services staff and appropriate school staff.
- Ensure that schools are individually compliant in health and safety, working with staff within schools.
- Develop, implement, and evaluate a health and safety action plan for the schools, and to contribute to the development and delivery of the plan.

- Implement health and safety systems and procedures to meet specific requirements, such as accident reporting, the Control of Substances Hazardous to Health (COSHH) and Legionella in a consistent and effective manner.
- Work with external partners where appropriate to ensure HET is compliant e.g. external health & safety auditors.
- Conduct sample audits of all completed student risk assessments and associated PEEPS to ensure full compliance.
- Conduct sample audits of student trips and associated risks via resources used e.g. (Evolve)
- Ensure schools have completed routine health and safety activities and statutory checks are carried out, e.g. testing of portable electrical appliances and the review of risk assessments.
- Where appropriate, investigate level 1 and 2 accidents and ensure all paperwork is completed and recommendations implemented.
- Assist the Head of Estates to investigate the circumstances and causes of level 3 & 4 accidents, and cover in their absence to investigate incidents and ensure RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reports are completed.
- Ensure compliance with all planning and building control requirements, health & safety, CDM and environmental regulations as well as health & safety standards for school specific projects (non-capital works).
- Review contractor risk and method statements as well as CPP's where applicable for major capital works.
- Ensure the implementation of HETs Permit to Work (PtW) system is in place and used.
- Interfacing with all contractors and subcontractors to ensure their permits are developed to a high standard and an elevated level of quality, facilitating a safe operation.
- Interface with and provide support to HET and school staff as and when required. This could be across a range of different health & safety subjects including PTW documentation, materials etc;
- Identifying areas for improvement to continually drive performance and business results.
- Stay up to date with relevant health and safety regulations to ensure HET and all schools are compliant.

Asbestos Management

- Support the Head of Estates with asbestos management, providing technical support as required.
- Lead the design, implementation, usage, and on-going development of the Asbestos Register.
- Be responsible for setting and delivering asbestos surveying programmes to allow maintenance and investment works to be completed.
- Be responsible for and to ensure compliance with all relevant legislation including the Control of Asbestos Regulations 2012.
- Ensure all contract lettings are in line with the HET asbestos policy.
- Oversee all school asbestos management plans, surveys, and risk registers to ensure they are fully compliant and in line with HSE (Health and Safety Executive) requirements.

Compliance and Risk

- Lead on emergency planning, ensuring that effective written procedures for emergency planning are developed, implemented and regularly updated.
- Ensure effective emergency response practices are in place annually and reviewed, tested and updated.
- Carry out emergency response training to all schools and ensure School Leaders have a clear plan for emergency situations and have tried & tested plans in place.

- Ensure that health & safety policy and procedures are adhered to and embedded to deliver effective and safe services and operations.
- Review and ensure all statutory compliance and maintenance contracts are in place and make recommendations for procurement and retendering of contracts to the Head of Estates (e.g. gas servicing, PAT testing, fire management, etc.).

Fire Safety:

- Lead, develop and implement comprehensive fire safety programs specific to the needs and risks of HET.
- Conduct regular fire risk assessments to identify potential fire hazards and evaluate the effectiveness of existing fire safety measures.
- Ensure compliance with fire safety regulations and stay updated with fire safety regulations and standards applicable to HET.
- Provide fire safety training and to educate HET and appropriate school staff on fire prevention, emergency response, and evacuation procedures.
- Oversee the implementation of fire safety measures and systems in the workplace.
- Encouraging fire safety in the organisation by collaborating with internal and external stakeholders.
- Conduct fire incident investigations in the event of an incident and lead investigations to determine the causes and prevent future occurrences.

Water Processes and Technologies Management (Legionella)

- Ensure that all water systems on site are L8 fully compliant with all aspects of current health & safety and legionella specific legislation and guidance.
- Creating policies and procedures relating to legionella to ensure these link in with HETs health & safety policy and safe guidance procedures, including legionella risk assessments and written schemes of precautions.
- Ensure effective communication with the “Duty Holder” regarding all aspects of the legionella risk management programme.
- Ensure HET and appropriate school staff have the correct levels of competence and training suitable for their appointed roles in the risk management programme.
- Work with the Head of Estates and Facilities Manager to select and appoint service providers, if appropriate, who have the correct level of training, skills, and competence to be able to undertake the roles contracted to them.

Working Conditions - Environment

- The role will include visiting schools across the Trust during the course of the week
- Potentially some lone working
- Able to work unsociable hours
- Driving licence as business travel involved
- Able to attend training courses

Corporate and Statutory

- To maintain an awareness of corporate and local policies and procedures
- To adopt safe working practices in line with current Trust procedures and to undertake appropriate training in health and safety

- To have an awareness of safeguarding procedures and protocols and to attend relevant training
- To participate fully in the MAT's personal performance and development process and to undertake training and development relevant to the role

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or received appropriate training to carry out these duties.

- Ability to run the Site Manager meetings in the absence of the Head of Estates
- Ability to undertake H&S Induction training for new staff
- Responsibility for assisting the Head of Estates in developing policies and supporting procedures

Personal Attributes

- Ability to use own judgement and initiative
- Work planning skills (medium term planning)
- Ability to work without supervision
- Ability to maintain concentrated attention for lengthy periods of time over a range of different activities
- Ability to multitask
- High level of emotional intelligence
- A deep commitment to the vision, values and ethos of the Trust
- Excellent communication skills
- A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation
- Ability to work well under pressure and in a calm, professional manner