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| **JOB TITLE:** | Health & Safety Manager |
| **DATE COMPILED / AMENDED:** | July 2024 |
| **GROUP:** | Finance |
| **COMPILED BY:** | Christopher Wybrew / David Ackery |
| **Job No:** |  |

**JOB OUTLINE**

**Purpose:**

The core function of the Corporate Health & Safety Manager is to provide competent advice and education for all employees on Health & Safety issues in relation to their work at Broxbourne Council and the Council’s wholly owned subsidiary company (BEST). This extends to the provision of advice and guidance to management on legislative requirements and the promotion of good practice. The role includes the further development of a positive health and safety culture through training, health promotion activities, consultation, audits, inspections and assisting managers to enable work activities to be carried out safely and efficiently.

**Duties**

**Corporate/Policy development**

1. To be responsible for ensuring that the Council’s Health & Safety Policy Statements are current and comply with legislative requirements. To interpret the law relating to Health & Safety at work, understanding how it applies to Broxbourne and BEST, developing appropriate corporate objectives and performance indicators.
2. To be responsible for developing and reviewing specific Health & Safety management standards and guidance, e.g. for incident reporting, display screen equipment, home working and other relevant areas. Ensuring that these reflect legal requirements, and that staff are empowered to apply them appropriately in the work place.
3. To co-ordinate and chair Health & Safety meetings, ensuring consultation on the Council’s work activities and policies and providing advice and recommendations as appropriate.
4. To maintain and further develop the Health & Safety information on Staff Hub to ensure that it is kept up to date and provides easy access to all Health & Safety information required by employees.

**Compliance and monitoring**

1. To be responsible for carrying out audits of compliance with legislation and the Council’s policies on Health & Safety and be the custodian of good practices on sites. To assist managers to monitor and audit Health & Safety compliance within the Council.
2. To maintain reports and carry out investigations as necessary, providing advice and recommendations on any incidents (accidents, near-misses, abusive behaviour). To maintain and administer the Council’s incident reporting system.
3. To monitor Health & Safety inspections and tests at all Council premises, maintaining a central log for legally required test inspections and monitor to ensure that the tests are conducted to ensure legal compliance. To work with all services and facilities to monitor fire drills, testing and servicing.
4. To identify and manage the requirements for first aiders and fire marshals within all Council workplaces, keeping up to date records.
5. To work with the occupational health advisers and Human Resources Business Partners on return-to-work risk assessments and stress risk assessments when appropriate.
6. To liaise with the HSE and other relevant agencies on health and safety matters. To report incidents to HSE in compliance with RIDDOR and to maintain accident reports.
7. To identify training needs and deliver health and safety training on a regular basis, including induction, risk assessment, manual handling, fire regulations, working at heights, COSHH and Council policies. To source and arrange specialist training and advisers as required in consultation with managers.

**Advice and guidance**

1. To advise Directors. other senior managers and frontline staff on all aspects of health, safety and wellbeing of staff including legislation, regulations, codes of practice, safe working methods etc., with reference to accepted good working practice, where appropriate.
2. To provide advice to employees on the appointment of contractors and carry out audits of key contractors used by the Council.
3. This list of duties is not exclusive or exhaustive and the post holder may be requested to perform other duties commensurate with his/her grade and capabilities.

**RESPONSIBILITY AND AUTHORITY**

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| **Staff:** | None |
| **Financial:** | N/a |
| **Professional:** | N/a |
| **Equipment:** | Office equipment |
| **Other:** | N/A |

**RELATIONSHIPS**

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| **Accountable to:** | Human Resources Manager |
| **Contacts with other people:** | All relevant managers, officers and frontline staff. |
| **a) Own Department:** | All relevant managers, officers and frontline staff. |
| **b) Elsewhere within the**  **Council:** | All Council staff and Members. The postholder will be involved in consultation with Directors, Service Heads, but will also be required to give advice to staff at any level in the organisation. |
| **c) Outside the Council:** | HSE, Environmental Agency  External suppliers and Contractors |

**PHYSICAL CONDITIONS**

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| **Location:** | Bishops College (main base) with visits to Environmental Service depot (BEST), Civic Offices and other council sites as required. |
| **Exertion:** | Normal for a mainly office based post. |
| **Accident/Health Risks:** | None |

**ECONOMIC**

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| **Grade:** | P 37 |
| **Hours:** | 37 |
| **Overtime:** | N/A |
| **Car allowance:** | In accordance with Broxbourne Council Policy. |
| **Housing:** | In accordance with Broxbourne Council Policy. |
| **Relocation / Removal:** | In accordance with Broxbourne Council Policy. |

**SPECIAL FEATURES**

The post holder must be a driver with a current driving licence, as s/he will be required to visit remote sites.

**EMPLOYMENT CHECKS REQUIRED FOR THIS POST**

The Council is required by the Home Office to carry out standard checks for all employment under the Asylum and Immigration Act 1996. These checks require you to provide proof of your right to work in the U.K. If you are invited to interview we would need to see your original passport or full birth certificate or an appropriate letter/document issued by the Home Office. We also require proof of your permanent National Insurance Number (a P45, P60, NINO card or a letter from a Government Agency). If you cannot produce any of these documents or are unsure whether the documents you have provide the necessary proof please contact the Personnel Office for advice prior to your interview.

If you have any query relating to these required checks, as stated above, please do not hesitate to contact Personnel and Payroll.

**EMPLOYMENT OF EX-OFFENDERS**

The Council’s policy on the employment of ex-offenders is as follows:-

Broxbourne Borough Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We therefore welcome applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, people will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar any individual from employment. This will depend on the circumstances and background to the offence(s). The Council abides by the Code of Practice for Registered Persons and other recipients of Disclosure information, copies of, which are available on request.

**EQUAL OPPORTUNITIES**

All staff are reminded that they must comply with Council Policy on Equal Opportunities to ensure the fair and equal treatment of all Council staff and customers.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

All employees are responsible for ensuring the safety and welfare of children and vulnerable adults in the course of their daily duties. All staff are required to understand and adhere to the Council’s Safeguarding policies and procedures as they apply to their own role, to make referrals concerning child or vulnerable adult welfare to the Designated Child Safeguarding Officer, and to co-operate with other agencies around child protection investigations.

**Spoken English**

For public-facing roles involving regular telephone and face-to face conversations with the public, the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential in this post

