

**PETERHOUSE**

**JOB DESCRIPTION**

**JOB TITLE: Health & Safety Manager.**

(The role is full-time, but it will be considered on a part-time basis, 3 or 4 days per week, for a suitable applicant)

**DEPARTMENT:** Maintenance

**RESPONSIBLE TO:** The Senior Bursar. (The Head of Maintenance provides day to day oversight)

**Nature of the post**

To be responsible, in conjunction with the Senior Bursar, for ensuring that all the College

Health and Safety matters are dealt with appropriately. The Health & Safety Manager will, under the overall direction of the Senior Bursar, oversee all significant Health & Safety items in the College.

**Duties & Responsibilities**

1. **General**
* To ensure the smooth, effective and efficient implementation of Health & Safety items.
* To ensure that health & safety standards are maintained at all times.
* To ensure that all health, safety requirements are adhered to at all times to achieve full compliance.
* To lead and motivate the College to follow health & safety guidelines.
* To identify training requirements for all staff and that staff receive the necessary training to allow then to work safely, competently and to high standards.
* Work in collaboration with Heads of Departments and other members of College to develop and manage a program of risk assessments to ensure risks are identified, managed and reduced and follow up action is risk focused, prioritised and implement ed. This includes but is not limited to: General assessments, COSHH assessments, Manual Handling Assessments, Lone Working, Personal risk assessments, stress and Personal emergency evacuation plans.
* Advise and instruct Heads of Departments to ensure that they understand their responsibilities for managing the Health and Safety of their teams through providing advice for safe working practices, guidance, and training and information.
1. **Finance**
* To be responsible for the annual budget in relation to health & safety and fire safety.
* Preparing budget forecasts and monitor expenditure is spent wisely on Health, Safety and Fire Prevention
* To apply rigorous, cost control to the budget, and adopting an approach of continuous improvement of service and costs
1. **Health and Safety**
* To work closely with other Heads of Department to achieve full compliance in relation to all legislative requirements.
* To review policies and procedures on a regular basis to ensure they are current and fit for purpose.
* Maintain an up-to-date knowledge of health and safety legislation, cases, developments and trends in order to ensure that the College has best practice health and safety arrangements in place that are compliant with legislation.
* To ensure that all required tests, inspections and maintenance servicing is carried out to all plant and equipment as required by law to achieve full compliance, ensuring that records are held for future reference.
* Maintain knowledge of Health and Safety legislation.
* Arrange Health and Safety training for staff when required.
* To assume the role of Chairperson at the Health and Safety Committee Meetings.
* Develop and maintain the incident reporting process. Investigate, report on and record all accidents, near misses and related incidents – including diseases and dangerous occurrences.
* Identifying and recommending improvements and modifications – prioritising any chances of reoccurrence are prevented, where necessary.
* To ensure that accidents & incidents are reported to the enforcing authority.
* To control and manager asbestos matters and the asbestos register – keeping it up to date.
1. **Fire Safety**
* To annually review the Fire Risk Assessment.
* To advise on fire safety issues when required.
* Maintain knowledge of fire safety legislation.
* To ensure that the fire detection system is maintained, tested and inspected as required to comply with current legislation.
* To ensure that portable firefighting equipment is maintained, tested and inspected as required to comply with current legislation.
* To ensure that the fire suppression system located in the kitchen and the dry riser located at the William Stone Building are tested, inspected and maintained to comply with current legislation.
* Arrange fire safety training for staff and students as required.
1. **Projects**
* To support and assist projects with CDM requirements.
* Introduce project scopes to ensure contractors know what is required of them.
* Provide technical help & support where required, or have the understanding of where to guide people to.
* Be able to make difficult decisions for the College and the Maintenance Department, including projects.
* Have suitable knowledge and experience of the construction industry, allowing you to be bale to Design on projects and deciding what should be in place – in terms of legalities and best practices.
* To oversea all the policy decisions and ensure legal compliance for the Maintenance Department. Providing consultation and/or guidance where necessary.
* To be a project lead for projects, allowing the Maintenance Department to focus on maintenance tasks/works.
1. **Other**
* To provide information and reports to the Senior Bursar as required.
* To ensure the College van has up to date tax, MOT, insurance and is serviced as required to maintain road worthiness.
* Attending various meeting with other senior staff when required.
* Develop and maintain excellent working relationships with all members of the College, staff, other Colleges' health and safety representatives, the University Health and Safety Department, external agencies including insurers, Health and Safety Executive and the Environment Agency and other bodies involved in the protection of the building such as Historic England in order to ensure that the College is recognised as following best practice health and safety practices.
* Develop, implement and enable improvements within environmental standards where possible.
* Confident and experience in dealing with difficult issues or topics, with an understanding of to approach them.
* Implement new procedures where required and maintain efficient working practices.
* Capable of planning/scheduling in tasks and project, maintaining a suitable level of communication.
* Carry out routine checks with the Maintenance Department, ensuring compulsory/legal tests & inspections are being carried out – where applicable.
* To carry out other reasonable duties within their capabilities when called upon.

**Hours and Salary**

Normal full time equivalent hours are 37.5 hours per week. (The role is full-time, but it will be considered on a part-time basis, 3 or 4 days per week, for a suitable applicant).The salary for the post will be in the range of £39,874 – 43, 161 per annum FTE (depending on experience ).

**Additional Benefits & Information**

The holiday entitlement is 25 days per annum, plus 8 bank holidays. The College provides car parking whilst on duty, which is subject to availability. The College offers an auto-enrolled pension scheme to eligible employees, after 3 months’ completed service. The scheme is the Cambridge Colleges Group Personal Pension Scheme (CCGPPS) with Aviva. Lunch is provided free of charge when on duty over lunchtime and when the College kitchens are open

.[[1]](#footnote-1)

 The College offers a medical cashback scheme to staff.

#### Health and Safety

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work. The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas and during official breaks.

**The closing date for applications is 8.00am on Monday 29th April 2024.**

**Completed applications should be returned to:** The Human Resources Manager, at: hr@pet.cam.ac.uk

March 2024

1. [↑](#footnote-ref-1)