



Role Profile

Job Title

Deputy Health and Safety Manager

Salary range

Point 48

Contract

Permanent

Main location

Portland College

Hours and basis

26.25 hours per week (0.7)

Reports to

Area Health and Safety Manager

Why Portland College needs this role

The role is a deputy for the area health and safety manager and will support in ensuring health and safety compliance across the organisation.

What you will be doing

Deputy Management

- In the absence of the Area Health and Safety Manager, manage the running of health and safety and compliance across all regional hubs and subsidiary organizations and ensure all operations are undertaken within legislative requirements to ensure the health, safety and welfare of the staff and end users.

Area Health and Safety

- Act as a health and safety competent person for Portland Charity, all hubs and subsidiary organizations.
- Specialist contact for general health and safety advice to all stakeholders, act as the key contact for external hubs and travel to remote sites.
- Play a key role in Ofsted and CQC outcomes through design, implementation and monitoring of health and safety monitoring systems across all sites to ensure compliance with legislative requirements and that of any inspecting body.
- Monitoring and analysis of health and safety data across all stakeholders including accident trends and legionella sample results. Synthesizing compiled data into functional policy guidance to each area hub and stakeholder to preventatively ensure improved safety outcomes.
- Lead staff health and safety training, including first aid needs assessment, liaising with external training providers. Management of fire warden training and allocation of fire wardens.
- Health and safety lead for all risk assessment quality and compliance, for example trips and visits, capability, maternity.
- Management, preparation and delivery of actions resulting from external annual audits.
- Support works with the Estates team across: EICR compliance, PAT testing, fire risk assessment and legionella remedial works, asbestos management, monthly fire alarm and emergency lights testing, infection control, and CDM issues.
- Oversee drivers of college vehicles are in line with driving licence restrictions and appropriate training undertaken before vehicles are allocated.

Estates Project Management Support

- Supply projects with specialist health and safety advice, checking risk assessments and method statements to ensure compliance with health and safety legislation.

Key results we want to see from this role (Direction and pressure of work)

- Ensure risk assessments are completed and up to date across all sites
- Safe environment achieved for everyone using the sites



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Dimensions of the role (Managerial, supervisory and accountability)

- Deputy Manager for Health and Safety, reporting to the Area Health and Safety Manager.
- Key organisation lead role for all health and safety requirements
- Active member on relevant committees

Key work relationships

- Liaise with all stakeholders across the College as part of day-to-day duties.
- Liaise with external contractors to comply with H&S and hygiene requirements.
- External relationship with college insurance reporting RIDDOR and completing health and safety audits.
- May interact with learners and citizens as part of everyday tasks.

Working environment and working patterns

- Office based on the main campus, during core office hours. This role will be required to travel to other Portland Charity sites.

Other information

Portland Charity is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date