



Job Description

Role: Health and Safety and Compliance Officer (0.6)

This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College ('the College') is an equal opportunities employer.

Location:	Prep Department, Senior College & College Site.
Accountable to:	The Compliance and Health & Safety Officer is responsible to the Director of Operations.
Responsible for:	This is a newly created post and the aim is to ensure the College is compliant with relevant legislation at all times and is operating using best practice.

Overall Purpose of the Job

To closely support the Head of Operations in leading on ensuring that:

- All legal and compliance aspects of the College are appropriately structured and discharged including policies, procedures and practices being regularly updated to maintain compliance .
- Staff are fully aware of Health and Safety and Compliance requirements.
- The College is fully compliant with Health and Safety and Compliance guidance.
- Confidentiality, discretion and empathy are critical for this role.
- Custodian of all inspection documentation, including policies.

Main Duties and Responsibilities

Compliance	<ul style="list-style-type: none">• Responsible for ensuring the College complies with all regulatory requirements and internal policies• Act as the first point of contact for required legal advice in support of the Head of Operations and Senior Leadership Team, working with the College's insurers and lawyers, as required• To initiate, develop, maintain and review the College's policies. Ensure statutory policies are in place and up to date• To ensure the SLT and other departments are kept informed of all relevant changes in guidance and legislation in the following areas:<ul style="list-style-type: none">• Independent Colleges Inspectorate regulatory requirements• Health, safety and welfare (e.g. medical provision, minibuses and transport, Equality Act, Children & Families Act, including commercial lettings)• Premises (buildings and facilities, environmental health, food hygiene)• HR (recruitment and employment)• Student visas and Home Office immigration requirements
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	<ul style="list-style-type: none"> • Data Protection (subject access requests, information technology, data controller, records management) • Management/operational (anti-bribery, licencing, copyright, parent contracts) • Trips (e.g. ensuring all trips are compliant) • Custodian of all inspection documentation, including College policies – College should be inspection-ready at all times • Act as the Data Compliance Officer – responsible for the Data Protection Policy, Privacy Notices and dealing with any data breaches or Subject Access Requests. • Responsible for risk management, including estate-related disaster and business continuity planning (for example: services, buildings, site security) • To identify potential areas of compliance vulnerability and risk; develop action plans for the mitigation of those risks and provide general guidance on how to avoid or deal with similar situations in the future; conduct internal audits of processes and procedures
Colleague Compliance	<ul style="list-style-type: none"> • Support the administration of disciplinary and grievance investigations as appropriate, liaising with the Head and external advisors • As required, to reach-back to ILG Head Office for HR advice and support • Responsible for the Recruitment Policy and ensuring all new employees are recruited in accordance with current statutory directives • Provide basic employment advice and practical support to senior managers as required • Update the Employee Handbook annually and as required
Health and Safety	<p>General:</p> <ul style="list-style-type: none"> • Management of site H&S policies and procedures • Liaise with Head of Operations & Site Manager • Liaise with ILG Head of Operations/Facilities and H&S Manager • Complete annual H&S audit • Complete termly inspections • Arrange and chair termly Health and Safety meeting with school staff, and key ILG staff • Ensure policies are up to date and relevant to the school and work activities undertaken • Oversee and monitor a Risk Management Programme in all locations and maintain a Risk Management culture across the site. • Produce, review, and update risk assessments and method statements to include: <ul style="list-style-type: none"> ○ General Site Risk Assessments ○ Manual Handling Risk Assessments ○ Working at Height Assessments ○ Plant and Equipment Risk Assessments ○ Other key areas (eg. Fire, Electrical, Asbestos, Legionella – done by specialists) • To investigate and record incidents, accidents and near-misses, and report as appropriate, for example file RIDDOR reports. • Ensure plant and equipment register is kept up to date and that all checks and Health & Safety maintenance is being completed when scheduled.

- Ensure that COSHH register is up to date and that COSHH risk assessments have been completed for all registered chemicals.
- Contribute to an approved Contractor register
- Carry out induction training for new members of staff and record details.
- Keep record of mandatory staff training.
- Maintain records of accidents and First Aid training
- First point of contact for H&S concerns, record and act on raised concerns.
- Oversee Permit to Work forms for the relevant activities.
- Ensure that a rescue plan is in place for Working at Height jobs when required.
- Ensure that all VDU operators complete the DSE Questionnaire on an annual basis
- Ensure that Asbestos Management Plans are in place and that an Asbestos Work Plan has been completed when working with or near Asbestos.
- Ensure a record of approved PPE and distribution is maintained by maintenance staff
- Maintain a log of incidents as well as complete forms for Minor and Major incidents.
- Ensure that any RIDDOR reportable incidents are reported to HSE.
- Ensure that all relevant safety documentation and certification is handed to the Office Manager on Unit lettings (Roller door log books, asbestos management plan etc.)
- Ensure that Fire Officer and First Aid Officer responsibilities are being completed by the relevant person.

Projects:

- Ensure that Site Safety Files are setup for construction projects when required.
- Ensure that Construction Phase Plan is in place and followed.
- Carry out monthly recorded inspections of construction areas.
- Comply with principal contractor responsibilities with regards to CDM regulations including
- Approval of contractors/subcontractors.
- Ensuring contractors are compliant with H&S legislation via approval and RAMS documents.
- Ensuring construction site rules are in place and followed.
- Ensuring suitable welfare facilities are in place.
- Weekly recorded site inspections
- Submission of relevant HSE notifications (F10)
- Construction Phase Plan has been completed.
- Site traffic management and delivery coordination.
- Carrying out site inductions
- Ensure RAMS are in place.
- Ensure emergency arrangements are in place.
- Produce Permit to Work when required.
- Ensure all plant, equipment and safety measures are on site and in place (MEWP, scaffolding etc.) (alongside Project Manager)
- Comply with Principal Designer responsibilities with regards to CDM regulations including (alongside Project Manager)
- Ensure that the design allows for maintenance to be carried out in a reasonable and safe manner.

	<ul style="list-style-type: none"> • Ensure that the design allows for construction to be carried out in a reasonable and safe manner. • Ensure that the design meets with all legal requirements. • Ensure that all risks associated with the design is communicated from designers to the principal contractor. • Ensure that a Safety File is compiled and handed to the client/occupier on completion of the project. This should include maintenance requirements and any inherent hazards associated with the completed building as well as copies of sign off and commissioning certificates. <p>Site:</p> <ul style="list-style-type: none"> • Ensure that site team carry out regular equipment checks and maintenance when required. • Ensure that all relevant training is in place. • Carry out regular (monthly) inspections of the site alongside Site Foreman to identify works required on the site. • Undertake any other duties as deemed appropriate or as and when required. • To work effectively as part of our team to forward the common good of the College and ILG.
General	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. You must be aware of and adhere to: <ul style="list-style-type: none"> • all school safeguarding related policies and regulatory requirements; • the Employee Handbook (Including the Staff Code of Conduct) and any other school policies relating to the role • To operate at all times within the stated policies and practices of the College • To establish effective working relationships and set a good example through their presentation and personal and professional conduct • To ensure any safety regulations are observed • To contribute to the corporate life of the College through effective participation in meetings and management systems necessary to co-ordinate the management of the College • Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work • Undertake any other responsibilities as may reasonably be required by the Head of College or Head of Operations from time to time.

General

Owing to the presence of students in the College, strict rules governing staff behaviour and regarding access to areas of the College, are in place. Details may be obtained from the Bursar.

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

Training and Work Equipment

The Health and Safety and Compliance Officer will be expected to hold a First Aid qualification. The College will provide training or pay reasonable training costs where the need arises. "Everyday" work equipment and Personal Protective Equipment, if required, will be provided by the College.

Terms and Conditions

Please note that this job description will be reviewed on a regular basis with the Head of College and Head of Operations, in consultation with the post holder and in conjunction with the business needs of the organisation.

Person Specification
Role: Health and Safety and Compliance Officer

Essential	Desirable
<p>Education:</p> <ul style="list-style-type: none"> • A Level qualifications • Good GCSE qualifications • Evidence of further relevant professional training. 	<p>Education:</p> <ul style="list-style-type: none"> • Health and Safety related professional training undertaken in the past year. • IOSH Managing Safely • CIPD Qualification •
<p>Skills:</p> <ul style="list-style-type: none"> • Excellent writing skills • The ability to inspire and create innovative products to achieve the stated goals • The ability to interpret legislation and other laid down procedures and be able to explain the requirements in simple, practical terms to non-specialists • Experience of managing data on an MIS • Excellent project management skills • Proficient in the use of IT Systems including Microsoft Office packages • Excellent verbal and written communication skills and an ability to communicate clearly with a range of people from diverse backgrounds 	<p>Skills:</p> <ul style="list-style-type: none"> • Experience of working in small teams
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of the ISI inspection regime and requirements • Knowledge of relevant areas of legislation e.g. Health and safety 	<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of Boarding National Minimum Standards.
<p>Qualities:</p> <ul style="list-style-type: none"> • Confidentiality and empathy is crucial • The ability to multi-task in a complex and demanding environment • The ability to build and maintain highly effective working relationships with a range of people (both internally and externally) • Strong attention to detail, and excellent time management skills • A commitment to team-work and working in a collegiate manner • Enthusiastic, diplomatic and calm under pressure • Able to work independently with initiative but also as a flexible team player • Able to see a 'bigger picture' or future state. • Willingness to travel (inc. out of hours) to attend external events on occasion. 	<p>Qualities:</p>