

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE:	Health & Safety Co-ordinator
DEPARTMENT:	Property Office
LOCATION:	Cathedral House, Ingrave Road, Brentwood, Essex, CM15 8AT
ACCOUNTABLE TO:	The Board of Directors to the Corporate Trustee

OVERALL PURPOSE OF JOB:

To work with the appointed competent person and consultant to coordinate and support all Diocesan Health and Safety activities using the agreed Health and Safety Framework and online Health and Safety Management System.

To promote and develop the Diocesan safety culture, acting as the focal point guidance and training in relation to Health & Safety throughout the Diocese.

Working with the Health and Safety Consultant to ensure all responsibilities associated with Health and Safety within the Diocese are adhered to including establishing, managing and monitoring standards, policies, processes, communications, training and systems.

MAIN RESPONSIBILITIES:

- Liaising with all Diocesan locations to ensure that the online Health and Safety Management System is regularly reviewed, monitored and updated as appropriate and in line with agreed policy.
- In line with the HSE 'Plan, Do, Check, Act' Framework establish and maintain an accurate risk profile for the Diocese to ensure the Health and Safety Management Plan remains current and fit for purpose.
- Work with the Health and Safety Consultants to provide a regular reports to the Health and Safety Sub Committee and The Board on health and safety matters which warrant their attention.
- Monitor health and safety performance via the online system and proactively approach Parish Priests/Line Managers to offer support in discharging their health and safety responsibilities. Including the provision of appropriate training in use of the system or other Health and Safety processes.
- Establish and co-ordinate the process for regular communication and the distribution of information to all those with Health and Safety responsibilities. This will also include working with the Health and Safety Consultant.
- Liaise with the competent person on matters, which require specialist advice or clarification.

Statutory Inspections

- Lead and manage the regular tendering of all centralised, diocese-wide services (eg asbestos management surveys, five yearly EICR, annual fire equipment and lightening conductor maintenance) with suitable and competent service providers and in line with Diocesan Procurement Procedures.
- Ensure continuity of service for all parish/other locations from the providers. Managing the contractual relationships, reporting on contract performance against contract requirements, customer satisfaction levels and budget.
- Review all reports and recommendations produced by the service providers and work with parishes and other Diocesan locations to ensure that any remedial works/actions are carried out in a timely and cost effective manner.
- Maintain centralised, electronic records of all statutory inspection reports, certificates and remedial works for all parishes/other Diocesan locations.

Health & Safety Representative

- Undertake the role of Local Health & Safety Representative for the Cathedral House complex and other locations under Diocesan management.

Accidents, Incidents and Near Misses

- Working with the Health and Safety Consultants to embed the system for the comprehensive review and investigation of all accidents, incidents and near misses which are reported to the Diocese.
- Conduct investigations into the root causes of the accident, incident or near miss to avoid recurrences.
- Working with the Health and Safety Consultants and online Health and Safety Management System to maintain statistical records for all accidents, incidents and near misses and produce analytical reports for the Health & Safety Sub-Committee and The Board.
- Act as the key contact following any serious accidents and incidents and ensure correct procedures are followed to report matters to the Health and Safety Executive, Local Authority, Insurers or other appropriate body.

Health & Safety Sub-Committee

- As a member of the Health & Safety Sub-Committee you will be responsible for coordinating meetings, including preparation of the Agenda, the supporting reports, distribution of meeting papers, preparation of minutes, monitoring completion of actions and any other duties as necessary.

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct..
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

Manager's Signature

Name (please print).....

Review date

PERSON SPECIFICATION – Health and Safety Co-ordinator

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Degree or NVQ in relevant subject or equivalent experience.	✓	
NEBOSH National General Certificate		✓
NEBOSH National Diploma in Occupational Health (or equivalent).		✓
NEBOSH National Certificate in Fire Safety and Risk Management		✓
Member of institute of Occupational Safety & Health (IOSH)		✓
Training qualification		✓
SKILLS AND EXPERIENCE		
Recent experience of working as a Health & Safety Officer/Advisor/Manager	✓	
Demonstrable experience of co-ordinating and maintaining a Health & Safety service across multiple locations.	✓	
Experience of handling, analysing and managing large amounts of data.	✓	
Ability to Identify problems and suggests solutions or improvements.	✓	
Demonstrable experience of communicating and disseminating information, in both written and spoken form, across multiple locations to diverse groups with varying levels of knowledge and experience of Health & Safety matters.	✓	
Ability to work under pressure and to meet deadlines.	✓	
Ability to work on own initiative	✓	
Demonstrable experience of setting up and delivering training programmes across multiple locations.	✓	
Completion of documented risk assessments including; general risks, manual handling, display screen, COSHH and fire.	✓	
KNOWLEDGE		
A sound working knowledge of current Health & Safety legislation and guidance, approved HSE Approved Codes of Practice, Fire Safety legislation, Construction (Design and Management) Regulations 2015	✓	
An understanding of the Occupiers Liability Act and how it will apply to diocesan property.		✓
An understanding of accident reporting requirements and proven experience of accident investigation techniques.	✓	
Experience of working with Historic and/or Listed buildings and knowledge of the different types of building construction.	✓	
Demonstrable experience of working with Microsoft Office and other IT based Health & Safety systems and communicating through various platforms including social media.	✓	

ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	
Flexibility and willingness to work outside of normal working hours when necessary for the purpose of meetings / training	✓	