**JOB DESCRIPTION**

**Chief Executive’s Department**

**JOB TITLE:** Health, Safety and Risk Manager

**DIVISION:** Corporate Services

**GRADE:** Band 15

**RESPONSIBLE TO:** Assistant Director, Corporate Services

**POST REFERENCE:**  101046

**Purpose of Post**

1. To act as HBC’s competent person as defined by the Management of Health and Safety at Work Regulations 1999.
2. To ensure HBC complies with health and safety legislative requirements through the provision, monitoring and reporting of HBC’s health and safety management plan, strategy, policy, procedures and training.
3. To champion and promote health, safety and risk awareness across HBC.
4. To promote best practice in health and safety and management of risk.
5. To provide Elected Members and officers with specialist health and safety advice in relation to all HBC activities.

**Key Relationships**

**Internal**

Reports to the Assistant Director, Corporate Services.

Responsible for the Health, Safety and Risk Team.

Works closely with Elected Members, Chief Officers and managers across the organisation and Trade Unions.

Develops effective working relationships with other key managers in Departments.

**External**

Enforcing authorities – e.g. HSE, Fire and Rescue Services.

Health and Safety specialists in other organisations.

Professional bodies - e.g. The Institution of Occupational Safety and Health, to maintain

knowledge and skills, develop networks and exchange information.

**Main Duties and Responsibilities**

The role will be required to establish, implement, promote and maintain an effective

and sustainable health and safety management system, and will be responsible for the following:

**Compliance and legal obligations**

* Ensuring the Council meets regulatory and legislative compliance including any regulation enforced by the Fire Authority, Health and Safety Executive and the Environmental Health agencies in the UK, alerting the appropriate Chief Officer(s) to breaches and ensuring appropriate corrective action is taken when required.
* In the capacity of ‘Competent Person’, advise the Council on related Health and Safety legislation and work with Elected Members, Trade Unions and all staff to reduce risk.
* Ensure HBC is compliant with The Control of Asbestos Regulations and the duty to manage asbestos in non-domestic premises.
* Ensure the risks posed by Legionella in the workplace are managed appropriately through the regulations and Approved Code of Practice.
* Develop, maintain and review the corporate health and safety risk register.
* Support departments to develop, implement and monitor/evaluate Health and Safety Procedures in order to comply with legal obligations and reduce risk.
* Responsible for developing, reviewing and updating the HBC Health and Safety

Policy, plan and procedures to reflect changes in the law, health and safety practice and HBC business requirements.

* Ensure Elected Members, Trade Unions and Officers are appropriately consulted using established processes on any proposed changes to appropriate policies and procedures.
* Ensure CMT receive reports on at least a quarterly basis on health and safety activity, compliance and risk.

**Development of Health and Safety tools and methodologies**

* Provide appropriate risk assessment methodology to comply with legislation and support Departments to ensure all material potential health and safety risks are identified and control measures implemented and monitored.
* Develop and measure performance indicators to continually manage health and safety within HBC and ensure the regular reporting of these to Senior Managers.
* Develop effective incident reporting infrastructures and monitor and report on incident

trends, taking remedial action as necessary to improve reporting, including new and innovative approaches.

* Provide appropriate accident and incident investigation methodology to ensure personal accountability and improve risk management, including monitoring and interpretation of statistical data.
* To develop and maintain the Health and Safety registers and databases, and ensure that risk assessments are completed for all activities with significant health and safety risks.
* Support departments to appointment key staff to carry out the health and safety functions e.g. first aiders, fire wardens, etc.
* Support building managers with their duties in respect of health and safety including first aid and fire safety.
* Support the development of event planning, emergency planning and business continuity arrangements.
* Support the HBC Corporate Health and Safety Committee by providing all relevant statistics, information and competent advice to ensure the effective and efficient running of the committee.
* Ensure support is provided to departmental operational Health and Safety groups and provision of all relevant and timely information to ensure the effective and efficient running of the committee.
* Attend the Performance and Risk Management Officer Group and Independent Safety Advisory Group.

**Accident Investigation and Prevention**

* Receive and co-ordinate the investigation of reports of accidents, dangerous

occurrences and fire damage, determine their causes and make recommendations for

recurrence prevention and controls.

* Establish a system for monitoring the implementation of recommendations.
* Ensure that all accidents are properly investigated, and that any resulting learning is

shared appropriately across HBC.

* Maintain a system for recording, reporting and investigating injuries, accidents and

dangerous occurrences. Provide statistical summaries to CMT within the quarterly and annual reports, highlighting any trend analysis.

* Report and manage RIDDOR reporting and to the HSE involving appropriate Chief Officers e.g. any work-related deaths, injuries, cases of disease, or near misses involving HBC employees, wherever they are working.

**Proactive Monitoring**

* Prepare documentation to undertake Health and Safety audits and co-ordinate the

audit process. Provide recommendations to achieve improvement and monitor that audit recommendations are being implemented within agreed timescales, reporting to CMT on a quarterly basis.

* Promote proactive reporting and near miss reporting by employees and work with the Communications and Marketing Team to promote key messages.

**Leadership**

* Develop and implement a Health and Safety Management Strategy and Plan for HBC.
* Develop and lead the implementation and promotion of a Health and Safety culture across HBC through the provision and development of Health and Safety policies and procedures, including risk assessment, accident and incident prevention, health initiatives, security and acknowledged personal responsibility.
* Facilitate the maintenance and management of occupational health, safety, security and well-being through systems, audit/inspection and the establishment of high standards and expectations on employees of safety aware behaviours/performance.
* Support CMT to undertake an annual review of Health and Safety arrangements in HBC.

**Advice and communication**

* Advise on matters relating to Health and Safety at work, including the obligations and responsibilities of managers and employees; and provide comprehensive and practical advice to line managers on best practice.
* Work with front line manager and supervisors on further developing robust and consistent local health and safety arrangements.
* Keep Senior Managers appraised of any potential threats or risks which may have an adverse impact on HBC or its employees either legally or financially.
* Provide written reports CMT and to statutory agencies.
* Develop a range of communication media e.g. e-newsletter, health and safety

display board etc. to ensure that managers and staff are kept up to date with health and safety matters, seeking advice from the Communications and Marketing team as appropriate.

* Maintain effective communication with partners, employees, elected member and Trade Union reps in the course of work.

**Training**

* Identify the training needs of staff in accordance with the Health and Safety training agenda, and liaise with managers to nominate staff for Health and Safety training courses.
* Devise and deliver comprehensive Health and Safety induction and training to promote, develop and sustain a positive Health and Safety awareness culture in accordance with the Health and Safety Procedure and ensure that all staff are inducted.
* Monitor Health and Safety training, and report on Health and Safety training targets and any gaps in resourcing to the Assistant Director, Corporate Services.

**Work Environment**

* Ensure staff moves and relocations are risk assessed and planned through regular contact with managers and staff in HBC with responsibility for facilities and property.
* Involved at the planning stage of any refurbishment or project work, attending pre-contract meetings and subsequent progress meetings with the Assistant Directors/Heads of Service, project managers and contractors as required.
* Provide risk assessed advice and recommendations in relation to workplace and occupational health assessments for individual employees.
* Ensure a mechanism is in place for the regular review of fire safety arrangements and to ensure fire drills are carried out on all HBC sites.

**Health, Safety and Risk Team**

* + Have overall responsibility for ensuring the provision of efficient and effective occupational health, safety and wellbeing services that support the strategic and operational business objectives of the Council and are responsive to demands, evidence based and underpinned by systems of continuous quality improvement.
  + Provide commercial services in accordance with the requirements of the Council including the delivery of service level agreements, contracts etc. and to encourage excellence in this approach.
  + Procure, manage and ensure value for money for the employee wellbeing support services such as occupational health, physiotherapy and counselling services.
  + Provide direct management leadership and undertake responsibility for the strategic planning, direction, management, support and performance of the occupational health, safety and wellbeing service and its staff.
  + Provide a professional lead for occupational health, safety and wellbeing staff including recruitment, selection, retention, motivation and management of the Council’s Health, Safety and Risk Team and promote competency through continuous development and training.
  + Responsible for the management of occupational health, safety and wellbeing related and other allocated budgets in line with the council’s financial procedures.

**Other**

* Represent the Council on national, regional and local groups developing occupational health, safety and wellbeing programmes, frameworks and standards.
* Deputise for the Assistant Director, Corporate Services, in relation to occupational health, safety and risk matters as and when required.
* Where appropriate and directed, support the council’s statutory and non statutory partners in their management of health and safety.
* Keep up to date with developments in best practice and regulations and advise CMT of any impact on HBC likely to result from such developments.
* Liaise with the Insurance and Risk Manager on insurance claims.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Assistant Director – Corporate Services.

Date: 6 February 2018

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**