

# Job Description

Job Title	Health & Safety Manager
Department	H&S
Location	Bathgate, travel as business needs
Reporting to	Managing Director
Line Manager to	Quality and Support Coordinator; Technical Compliance Manager; HSE Advisor; Quality Inspector
Key Relationships	Everwarm Senior Management Team, Governance and Compliance Director, Area Managers, Contracts Managers, Site Managers, customers, clients.

*The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.*

*You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.*

*This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.*

## Overview of role:

To assess, develop and maintain the organisation's Health and Safety performance. To provide competent advice on all Health and Safety matters and to manage an audit function within each work stream to ensure legislative and regulatory compliance.

## Main Duties and Responsibilities:

- Systematically raise standards of safety to address both operations and recorded processes, and thus keep employees & stakeholders safe.
- Clear, regular, and consistent communication to our people, delivered in accessible and easily understandable methods, to promote awareness and compliance to the company safety ethos.
- To develop and update the Company Health and Safety policy ensuring process, procedures and policies remain legally compliant and fit for purpose.
- Representing the company to assist with tenders and external audits.
- To oversee the auditing of sites and visit site/customer/employee(s) as required if a team member, senior manager, or Director has raised a concern which requires further investigation and escalation.
- If any part of an operation being carried out gives cause for concern or are immediately dangerous, they are to be prohibited, and if necessary, an internal prohibition notice is to be served.
- To deliver training on various Health and Safety topics via Induction, toolbox talks, Company statutory training, legislative statutory training, and industry approved courses. These can include first aid, site manager safety training and site supervisor training. The role also requires occasional first aid assessing also. Restricted to training within the business stream.

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- To attend and advise on Health and Safety matters at pre-start meetings for the commencement of new projects. To attend, and contribute to, Group H&S forums. Attend meetings as Company/Clients require.
- To carry out accident and incident investigations and liaise with Senior Management and HSE as required.
- To manage the internal health and safety audit function and ensure any non-conformances are actioned and closed out.
- To produce a monthly trends, report on accidents, near hits and fire risk assessments as part of a board report.
- Ensure management systems adhere to ISO standards and making improvements where necessary.
- Management and audit process for all accreditations (e.g., Achilles and Constructionline).
- To provide competent advice on current regulations, legislation, policy and procedures.
- To manage the production and updating of fire risk assessments for company office premises. There will also be a requirement to manage the production and review of fire risk assessments for company site premises carried out by other competent and qualified fire risk assessors.
- Conduct yearly performance reviews and appraisals. Issue any notice of improvements and attend disciplinary hearings which may be required.
- To chair monthly HSE team meetings and provide a breakdown of quarterly issues/concerns/best practice.
- To attend any individual team meetings to discuss progress/issues/concerns/best practice/plans going forward.
- To attend Senior Management Team meetings and report and advise on progress/issues/concerns/best practice.

## **Qualifications/Experience/Knowledge:**

### **Essential:**

- Minimum 5 years health and safety experience.
- Minimum 2 years managerial experience.
- Health and Safety at Work Act
- CDM Regulations
- Associated construction related health and safety legislation.

### **Desirable:**

- CMIOSH or equivalent.
- NEBOSH accredited.
- Fire risk assessor
- First aid.

### **Skills:**

- IT competent.
- Full drivers licence.
- Good communicator.
- Motivated and self-driven.
- Able to work under pressure.

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## **Additional Requirements:**

- Disclosure Check
- UK Driving Licence
- Flexible Approach

## **What We Offer**

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Company Car Allowance at 10% of annual salary
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Work for PLC Company with option to join share save scheme.