**Job Profile**

Title: Health & Safety Manager

Pay & Grade: £44,711 - £ 49,764 Grade 8 SCP 35-40

Location: Covering various sites within Liverpool City Region

Reports to: Director of Facilities & Estates

### **Job Purpose**

The Health and Safety Manager will be responsible for developing, implementing, and maintaining comprehensive health and safety policies and procedures across all schools within All Saints Multi Academy Trust. The role ensures compliance with all relevant health and safety legislation, providing a safe and secure environment for students, staff, and visitors.

### **Key Responsibilities**

### **Health and Safety Compliance**

* Develop, implement, and review health and safety policies and procedures in accordance with current legislation and best practices.
* Ensure compliance with the Health and Safety at Work Act and other relevant regulations across all trust schools.
* Conduct risk assessments and ensure appropriate control measures are in place.
* Monitor and audit health and safety performance across all sites, reporting findings to the leadership team.

#### **Training and Awareness**

* Deliver health and safety training sessions for staff and leadership teams.
* Raise awareness of health and safety responsibilities among employees and students.
* Provide guidance and support on best practices and regulatory compliance.

#### **Incident Management**

* Investigate accidents, incidents, and near misses, identifying root causes and implementing corrective actions.
* Maintain accurate records of all health and safety incidents and report findings to senior leadership.
* Liaise with external agencies, such as the Health and Safety Executive (HSE), where necessary.

#### **Fire Safety and Emergency Procedures**

* Ensure effective fire safety measures and emergency procedures are in place across all sites.
* Organise regular fire drills and emergency evacuation procedures.
* Work closely with site managers to ensure compliance with fire safety regulations.

#### **Facilities and Equipment Safety**

* Conduct regular safety inspections of school buildings, equipment, and grounds.
* Ensure the safe use and maintenance of all trust facilities and equipment.
* Work closely with estates and facilities teams to implement necessary safety improvements.

**Corporate Responsibilities**

The Trust is committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The Trust also expects all staff and volunteers:

* to pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy’s activities.
* to be aware if health and safety within areas of personal control.
* to participate in the Trust’s Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date; and
* to maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

**Additional Notes**

* The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

### **Person Specification**

#### **Essential Criteria**

* NEBOSH National Diploma or equivalent qualification in Occupational Health and Safety.
* Proven experience in a health and safety management role, ideally within an education or multi-site organisation.
* Strong knowledge of UK health and safety legislation and compliance requirements.
* Experience in conducting risk assessments and accident investigations.
* Excellent communication and interpersonal skills, with the ability to train and influence staff at all levels.
* Strong organisational skills with attention to detail.
* Ability to travel between multiple sites within the Trust.

#### **Desirable Criteria**

* Experience working within an educational setting.
* Membership of IOSH (Institution of Occupational Safety and Health) or equivalent professional body.
* Experience in managing fire safety and emergency planning.

This job profile is accurate as of March 2025.