



THE **Leys**
CAMBRIDGE



HEALTH, SAFETY AND SECURITY MANAGER

candidate information

Health, Safety and Security Manager

full time, permanent post

**Salary: £39,070 - £46,685 per annum
(depending on qualifications & experience)**

We are seeking an experienced and qualified Health, Safety and Security Manager who will be responsible for ensuring the safety and security of the School site for pupils, staff, and visitors. The Health, Safety and Security Manager will manage a team including H&S, Fire Marshalls and Security staff and will be responsible for championing and driving forward health and safety compliance within the School to meet changing legislative requirements and monitor all matters relating to health, safety and security.

You must have experience of working in a health, safety, and compliance role, and must have up to date knowledge and skills in Health & Safety legislation, training, new developments, risk assessment and control. You will have a proactive and positive attitude with excellent interpersonal and communication skills. You will also have a relevant IOSH or NEBOSH qualification.

The Leys is an extremely rewarding place to work. We hope you will take the time to look at our website to find out more about us.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK is required. A six-month probationary period will also apply.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Role Profile

Main purpose of the role

The Health, Safety and Security Manager is the health and safety competent person for the School and will, in association with the Facilities Director, Bursar, and the Compliance Department, ensure that the objectives of the Health and Safety Policy and procedures are fully understood and observed by all levels of management and employees. They will continually monitor the effectiveness of the Health and Safety Policy and procedures and ensure that any necessary changes are made and maintained in line with developments.

The Health, Safety and Security Manager will manage the Health and Safety and Security department, the School first aid provision and the fire marshal and security teams. They are also responsible for audits, investigations and associated reporting, risk assessment management and training and will oversee the security of the School site including providing on call cover when required. They are a member of both the Health and Safety Consultative and Policy Committees.

Reporting to:

Facilities Director

Line management responsibility for:

Health and Safety Assistant; Site Wardens and all Security colleagues

Main duties and responsibilities

1. Health and Safety

- Advise the School on health and safety matters and the interpretation of relevant legislation, promoting safety awareness and good safety housekeeping practices.
- Work with others, confirming that statutory, regulatory inspections, servicing requirements and property risk assessments are undertaken within the required timeframes; and acting on the required recommendations included within these reports.
- Collate and oversee risk assessments from all departments, along with preparing a central risk assessment, and ensuring any actions that need to be addressed by the School as a result of these assessments are implemented.
- Investigate accidents, incidents, near misses and dangerous occurrences.
- Oversee the maintenance and development of up-to date Accident reporting procedures including statutory reporting to HSE and liaising with HSE during site visits.
- Maintain a complete and up to date record of the status of health and safety compliance.
- Carry out and document periodic site inspections of the School to satisfy themselves that the School's health and safety compliance related activities are taking place as expected. This is in addition to any external health and safety audits carried out.
- Ensure all checks and inspections are carried out. These may include first aid boxes, ceiling checks, microwave testing, COSHH storage.
- Oversee Asbestos, Legionella, COSHH, PPE and Dangerous Substances registers. Carry out, or arrange, COSHH risk assessments and update as required.
- Manage the Display Screen Equipment self-assessment process for new staff and, from time to time, existing staff with concerns, providing associated advice to address and help to prevent issues.

- In liaison with the HR Manager, complete risk assessments and implement reasonable adjustments when required for individual colleagues.
- Work with line managers to improve safety performance; and where appropriate assist in developing and implementing new safety practices and procedures.
- To work closely with the Director of Wider Curriculum in giving due consideration to the health and safety impact in the planning, preparation, and execution of all co-curricular activities.
- Seek to maintain a positive culture across the School in respect of safety, health, and welfare matters.
- Manage the School's programme of Health and Safety inductions and training for staff, ensuring accurate recording and communication of completion with the HR department. Sourcing appropriate training providers as required.
- Responsible for the development of the Health and Safety Policy and practices.
- Advise on a range of specialist areas, e.g. hazardous substances, noise, vibration, machinery, and occupational diseases.
- Monitor the effectiveness of department health and safety management through regular auditing of these systems.
- Work with the School's Health and Safety consultancy on regular external reviews and audits.
- Attend the H&S Consultative and Policy meetings. Present data, trends, and conclusions.

2. Fire Safety

- Manage the fire safety of the School, ensuring all legislation is fully complied with.
- Ensure compliance with the Fire Regulatory Reform (Fire Safety) Order 2005 as amended and guidance documents relating to this, including awareness of the Building Regulations (Approved Document B and Building Bulletin 100).
- To ensure Fire Risk Assessments are completed and implement actions raised.
- To provide competent fire safety advice, guidance, training and technical support to colleagues and pupils, monitor and advise on the provision of suitable portable firefighting equipment in all School buildings.
- To develop and implement suitable Fire Safety policies and procedures, in conjunction with relevant Heads of Department to ensure compliance with current and new legislation and recognised best practice.
- In conjunction with relevant Heads of Departments to review and, where appropriate, revise Fire Safety and other policies and fire risk assessments to ensure they remain valid, but specifically following changes to legislation or following major incidents.
- To ensure all fire detection systems are tested and maintained in accordance with legislation and best practice. Use external companies as required.
- To ensure that inspection, testing and maintenance of portable firefighting equipment is carried out.
- Ensure all checks and inspections are carried out. These may include emergency lighting, fire door and glazing, means of escape, kitchen equipment etc.
- To develop and implement in conjunction with relevant Heads of Departments and other personnel suitable building evacuation procedures.
- Provide fire briefings for staff, especially associated with boarding houses.
- Ensure fire drills are carried out termly for boarding house, plus a whole school fire drill annually, in line with the school's Fire Policy.

3. Security

- Manage and oversee all aspects of the security of the site, pupils, colleagues, and visitors.
- Line manage the security staff, ensuring staffing is at the appropriate level and on call rotas are in place.
- Provide on call cover where required and act as second line of support for emergency response procedures.
- Ensure all checks and inspections are carried out. These may include car parking, alarm checks, access system checks etc.

- Oversee the CCTV system, ensure the legislation is complied with. Make recordings for the Police.
- Act as the liaison with the Police. Form relationships with the local police staff.
- Provide security briefings to managers and staff on a regular basis.

4. Compliance

- Responsible for all issues relating to the safety and security and compliance of the School site.
- Ensuring compliance with relevant health and safety legislation and guidance, in particular the Health and Safety at Work etc Act 1974, the Independent Schools' Standards and the DfE health and safety guidance for educational settings.
- Ensure all COSHH regulations are followed.
- Report incidents to statutory authorities (e.g. RIDDOR) and arrange other HSE communications as required.
- To identify areas where training/certification is required to meet the standards imposed by legislation, Approved Codes of Practice or HSE guidance and arrange such training/certification as required.
- To be responsible for the ongoing review and implementation of the School's emergency plan including the updating of training/emergency procedures, communication plans, emergency contact details and links with other associated organisations.
- To maintain a working knowledge of current legislation relating to health and safety and fire regulations, and monitor emerging and amended legislation, and feed these into policy and procedure changes and staff training.
- To maintain all compliance records, carry out general administration and coordinate tasks relating to compliance.
- In practice, this means that the post holder will have clear responsibility for all aspects of Health and Safety and Fire Safety compliance. The post holder's direct line manager will be the Facilities Director; however, they will work closely with the Bursar and other managers responsible for compliance.

5. Fleet & Transport Manager

- Act as Fleet Manager for the Schools minibus and other vehicles.
- Ensure all colleagues who will drive the minibus undergo MiDAS driver training and assessment and that they are reassessed at a maximum 4-year interval.
- Ensure all colleagues who drive any other vehicle from the school's fleet comply with relevant driving licence and insurance requirements.
- Check driving licences bi-annually and maintain a list of all authorised drivers.
- Be responsible for booking transport for all school trips and to organise the hire of vehicles for school business.
- Liaise with the Director of Sport & Games in the booking of all transport for sports fixtures.
- Manage the Schools small fleet of vehicles including ensuring all checks and inspections are carried out, to include safety checks, servicing, MOT, and repairs.

6. School Travel Plan

- To design, write and take ownership of the School Travel Plan to include consideration of road safety, congestion, air quality, involvement of our pupils in their local environment, sustainability initiatives, and the impact on our colleagues of roadworks and other transport issues.

7. Educational Visits

- In conjunction with the Senior Staff responsible for trips, Trip Leader and the Compliance department, create and update policy and procedures for trips and outdoor learning to ensure the health and safety of the whole group.
- Support and train colleagues to understand and implement the policy and procedures to plan and run a safe and successful trip.

- To oversee and administer the various health and safety systems and processes and the student trips/visits system.

8. Other

- Assist the Bursar with the maintenance of the School's Risk Register for matters of health and safety.
- Ensure that the School's central record on accident and incidents is always maintained.
- Maintenance of the Lockdown Procedures and ensure Lockdown drills are undertaken in accordance with the School's Lockdown Procedures.
- In conjunction with the member of SMT in charge of ISI inspection, maintain the School's readiness for ISI inspection in relation to health and safety compliance requirements. To include the maintaining of a log of relevant information and compiling reports as required.
- Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
- Liaise with specialist advisors and services where appropriate and necessary, such as health and safety specialists, occupational health advisors and fire safety advisors.
- Support other managers with compliance tasks as and when required.
- Any other tasks which the Bursar may reasonably direct.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Director Pastoral Care, Headmaster/ Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> A relevant IOSH/NEBOSH qualification 	<ul style="list-style-type: none"> Full UK driving licence First Aid certificate COSHH professional qualification A relevant, current Outdoor Education Advisers Panel qualification 	<ul style="list-style-type: none"> Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> At least 5 years' experience working at manager level Experience of direct line management Experience in a similar setting 	<ul style="list-style-type: none"> Experience of Occupational Health and OH referrals Preparing rotas and allocating shift patterns Experience working in a boarding or residential community. Experience in operational transport management 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Skills	<ul style="list-style-type: none"> Excellent interpersonal and communication skills Ability to communicate appropriately with colleagues, pupils, parents and visitors to the school. Good IT skills 	<ul style="list-style-type: none"> Willingness to undertake training required for the role 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Knowledge	<ul style="list-style-type: none"> Excellent knowledge of the Health & Safety at Work Act 1974 Able to manage a complex fire detection system. Able to manage a CCTV system. Knowledge of intruder alarm systems 	<ul style="list-style-type: none"> Awareness of ISI Handbook for Inspection of Associated Independent Schools Awareness of School Travel Planning 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references

How to *Apply*

If you are interested in applying, please submit a completed application form including covering letter, to the Recruitment Team (recruitment@theleys.net), The Leys School, Cambridge, CB2 7AD by **09.00 am on Wednesday 13 March 2024**. We will review applications as they arrive and reserve the right to withdraw the advert if a suitable candidate is found, therefore we encourage early application.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.

Charity no: 1144035.





THE **Leys**
C A M B R I D G E