

Job Title: Health & Safety Manager
Department: Estates Department
Location: The Historic Dockyard Chatham
Responsible to: Director of the Historic Environment and Buildings
Salary Range: c.£40K per annum
Hours: Full time 35 hours per week

Overall purpose of the job:

As a key member of the Chatham Historic Dockyard Trust team you will report to the Director of Historic Buildings and Environment and the Chief Executive Officer.

Working across our unique 80-acre mixed use heritage estate, including visitor galleries, commercial buildings, and residential working closely with and supporting all departments, the Health and Safety Manager will be responsible for creating and promoting a positive health and safety culture across all aspects of the Trust's operation, implementing, and ensuring adherence to all safety legislation.

The post-holder will be responsible for ensuring that all safety legislation is adhered to and that effective policies and practices are developed and adopted. They will plan, implement, monitor and review the protective and preventative measures required to ensure a safe environment for staff, volunteers, contractors and visitors alike.

Working within a small and busy team the postholder must be capable of working independently, managing day-to-day work schedules, as well as contributing to the overall success of the team. This is an exciting role offering an excellent opportunity for the right person; we require a self-motivated, enthusiastic, and ambitious individual who is a dedicated team player.

Definition of Role

Key Duties:

- Developing the Health and Safety (H&S) policy and governance arrangements ensuring that the H&S Policy aligns with organisational strategy and is regularly reviewed, well communicated, fit for purpose, and is reflective of all current legislative developments.
- Developing and implementing a H&S Policy Framework and management system that reflects legal and best practice.

- Ensuring compliance with the H&S Policy Framework and management system, taking a proactive role in the oversight and adherence to the system and taking a proactive stance in enhancing standards.
- Monitor Accidents, Incidents and Near miss reporting, collating data to report on to the Chief Executive, department heads, the Board of trustees and to the HSE / ORR as necessary. Including the submission of RIDDOR reports and investigations into accidents or incidents, liaise with insurers and loss adjusters as appropriate.
- Advising and supporting all departments to ensure risk assessments are carried out, and to provide training and support to ensure that risk is managed and mitigated effectively. Ensure that Method Statements and Risk Assessments are in place and suitable for the tasks.
- Developing, instructing, monitoring, and reviewing site Fire Strategies and Fire Risk Assessments. Regularly observe fire drills providing recommendations for improvement.
- Ensuring safe management of hazardous substances and the disposal of chemicals, e.g. asbestos.
- Carrying out regular site inspections and audits to check policies and procedures are being properly implemented.
- Carry out scheduled Health and Safety inspections of commercial tenants ensuring Offices and Buildings are compliant.
- Organise, manage, and facilitate the quarterly Health & Safety Committee meetings.
- Reviewing organisational training requirements, develop and deliver relevant Health and Safety training to CHDT staff and volunteers, working with departmental heads to ensure all necessary areas are covered and training is logged.
- Providing competent and clear advice on a range of specialist areas, e.g. fire regulations, CDM, hazardous substances, noise, safeguarding machinery, occupational diseases, etc
- Work with senior managers and departmental heads to maintain and improve the CHDT 'Major Incident Response Plan' and subsequent 'Disaster Recovery Plans'. Organise and manage desk top exercises.
- When necessary attend Resident Association committee meetings, to discuss health, safety issues affecting those living on site.
- Managing the supply and distribution of First Aid Provisions to all sites ensuring effective delegation to site representatives.
- As a part of a rolling Duty Manager rota provide 'out of hours' reporting point of contact and guidance to on site teams.

- Draft and present Health and Safety / compliance reports to the Trustees at regular Board meetings
- Liaise with the Board Trustee responsible for monitoring the Health and Safety of the Trust.
- Proactively seek professional development opportunities and maintain knowledge of relevant legislation, guidelines, and industry best practice.
- Undertake other such duties as directed by the Chief Executive or Director of Historic Environment and Buildings.

We are an equal opportunities employer and committed to providing our employees with a work environment free from discrimination in which all can develop and thrive.

We acknowledge and value the benefits of a diverse workforce and welcome applications from people of all backgrounds and are committed to ensuring that our recruitment process is transparent, fair and as inclusive as possible for all applicants.