



JOB DESCRIPTION

Post: Fire, Health & Safety Manager

Responsible to: Executive Support Manager with support from Canon Treasurer as Strategic lead

Summary of post:

This role is responsible for ensuring the Cathedral meets its statutory requirements with regards to current Fire, Health and Safety legislation.

The postholder should provide comprehensive advice and direction in all aspects of Fire, Health and Safety across the broad range of activities (place of worship, leading visitor attraction, historic build, construction site, hotel and offices) undertaken and should be the single point of contact between staff, volunteers, visitors and contractors.

They will assist in the devising and implementation of strategy, policies, and guidance across the organisation, whilst also interpreting and delivering on the requirements of current statutory obligations.

Key Accountabilities

- Provides advice to management ensuring compliance with Fire, H&S legislation, policies, guidance, and best practice.
- Working with department managers and volunteer leads to provide support, guidance and professional expertise on all fire, health and safety matters, determining practical and deliverable measures to improve health & safety performance.
- Supports the inspection and monitoring of the safety and environmental performance of projects so that a consistent approach is taken to contractor occupational and construction safety across all work.

Principle Tasks:

- Ensure all HSE standards are adhered to as per UK Relevant Statutory Provisions. Undertake regular visits around the sites to support operational teams and ensure we are embedding the cathedral's health and safety ethos and making sure the appropriate departments are aware of any legislative changes.
- Conduct regular audits and inspections, ensuring safety standards are met and being managed consistently.
- Responsible for the delivery of bespoke Fire, H&S training (including induction training) and support on-line training requirements to staff and to departmental managers in their H&S responsibilities and IOSH (where required)
- Champion ways to improve the Cathedral's fire, health & safety standards and assist in the implementation of initiatives to embed a strong Fire and H&S awareness culture.
- Support teams in the completion of risk assessments and carry out COSHH assessments across all Cathedral departments.
- Proactively deliver continuous improvements in all Fire, H&S management processes to improve overall site and business performance.
- Ensure contractors are approved and provide RAMS or any other required documentation.
- Support teams in the investigation of accidents and incidents, ensuring regular development and oversight of regulatory submissions and reporting i.e. providing guidance on reportability of incidents to relevant regulatory bodies, and the implementation of resulting recommendations.
- Lead/Direct periodic meetings with contracted organisations to share and promote best practice and lessons learned.
- Support the Chair of the Health and Safety Committee and proactively manage the committee's work, to drive forward a strong fire, health and safety ethos.

- The post holder may be required to carry out any reasonable task requested by Chapter and should be flexible in their approach to working hours to provide the managerial coverage needed to be effective in the position.

Essential Experience, Knowledge and Skills

- Significant experience in a Fire, Health & Safety role, *preferably in a similar diverse environment*, with construction or manufacturing / engineering/historical building/visitor attraction backgrounds
- A strong track record of delivering safety performance improvement through behavioural and cultural change amongst staff and volunteers.
- Strong analytical capability and the ability to analyse data and find timely solutions to problems.
- Confident in formulating and writing comprehensive health, safety, and fire documents, including policies, evacuation procedures Understanding of COSHH legislation and regulations and demonstrable experience of how they apply to the workplace
- Ability to carry out comprehensive fire risk assessments as required under the Regulatory Reform (Fire Safety) Order 2005.
- Experience of developing and delivering health and safety training to staff and volunteers including but not limited to fire awareness, manual handling, low level access.
- Ability to communicate at all levels and be comfortable at presenting to senior managers.
- Conversant with computer systems (Microsoft office package) and database management
- Flexibility to work a variety of hours as the business requires.
- Ability to proactively manage changing priorities and deadlines at short notice.
- Strong decision-making skills and excellent attention to detail.
- Understanding of and an empathy with the aims, ethos and purposes of the Cathedral, its mission and ministry

Desirable Experience, Knowledge and Skills

- A valid First Aid Certificate.
- Experience of managing and developing a Health & Safety management system.
- Continuous Improvement methodology qualification.
- An experienced Health and Safety or Environment practitioner.
- Knowledge of Behavioural Change techniques.
- Fire Risk Assessment
- Construction knowledge an advantage, but training could be considered for the right candidate
- Experience of working with volunteers.

Person Specification

- Sufficiently active and fit enough to fulfil the requirements of the position and to work from height.
- Assertive, positive, solutions focused attitude.
- An enabler to support delivery of agreed priorities.
- Flexible and adaptable to accommodate a diverse range of people
- High energy and committed with a genuine sense of fun
- Clear communication and confident presentation skills.

Equality Statement

The Cathedral recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with the post holder, by, or on behalf of, the Head of the Department, without change to the level of responsibility appropriate to the grading of the post.