

Head of Health and Safety	 Edinburgh Napier UNIVERSITY

Grade & Salary:	Grade 7
Campus Location:	Sighthill
Line Manager:	University Secretary
Line Management Responsibility for:	Health & Safety Advisor, Fire Safety Advisor, Health & Safety Co-Ordinator
Role Summary:	<p>As the senior Competent Person appointed under the Management of Health and Safety at Work Regulations 1999, the role provides professional leadership, advice and direction within the University to ensure it provides a safe environment for its staff, students and visitors, meets its statutory health & safety obligations and supports the delivery of the University strategy.</p> <p>Key responsibilities are to lead the Health & Safety Team and to engage effectively with senior management, academic Schools, professional services (particularly Property & Facilities, Student Wellbeing & HR teams) trade unions, students and other key stakeholders to ensure the maintenance and development of an effective health & safety management system to control and mitigate health and safety risks, promote a positive health & safety culture and ensure compliance with legal obligations.</p> <p>The role will also provide key support to the University’s emergency and business continuity planning framework, supporting the establishment, review and rehearsal of appropriate emergency and crisis response procedures and plans.</p>

Main Duties and Responsibilities

	<p>Health & Safety Strategy</p> <p>Lead a University-wide strategic review of the University’s health & safety processes and policies including the central and devolved aspects in line with industry best practice. Proactively implement any recommendations and changes required following the review and embed these.</p> <p>Lead the Health & Safety team who provide proactive and professional advice and guidance to effectively support student, staff, contractor and client Health & Safety across the University Campuses, student residences and abroad.</p> <p>Lead the University’s health & safety response for any incidents that occur within the University Emergency Response Procedures including the current Covid-19 pandemic and advising the University Leadership Team appropriately.</p>
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	<p>Responsible for ensuring that the University Court, Senior Management, and staff at all levels within the University are fully informed and aware of their legal and moral obligations under the HASAW Act, 1974 and all associated Health and Safety (HSE) Codes of Practice and Guidance, other relevant Statutory Provisions, and civil law.</p> <p>To provide specialist advice on health, safety and fire safety with regard to the University's residences and buildings and liaise with the University's Property & Facilities team and contractors to ensure that the premises and new works comply with all relevant legislation.</p> <p>Evaluate the University's health and safety accreditations to ensure the University meets high quality and relevant standards such as ISO.</p>
	<p>Development</p> <p>Lead the development of the University's Health & Safety policies and procedures and ensure these are compliant and updated to respond swiftly to changing health and safety legislative requirements and recognised good practice guidelines in relation to health and safety matters. Audit these policies and procedures on a regular basis to ensure they are fit for purpose.</p> <p>Manage a programme of University-wide Health & Safety communications and campaigns that are engaging to staff, students and other key stakeholders.</p> <p>Foster a culture of continuous improvement in relation to Health & Safety across the University, encouraging all staff, students, contractors and visitors to adopt and maintain safe working practices.</p> <p>Foster a culture of Health & Safety planning across the University, particularly in relation to the early developmental phases of research, capital and refurbishment projects, working closely with Property & Facilities and Technical teams.</p> <p>Leading the development and delivery of programmes of monitoring and performance measurement to provide assurance that the University continues to operate in a safe manner.</p>
	<p>Training</p> <p>Leading the development and delivery of effective health, safety and fire training to support policy implementation across the University, including delivery of IOSH accredited courses and student /staff induction, research and specialist health and safety seminars, fire safety training for all staff and students.</p> <p>Oversee and co-ordinate activities of health and safety groups/forums within the University and support staff with specific health safety and fire responsibilities by establishing requirements and maintaining a comprehensive consultation / information/ training / support strategy for Safety Coordinators, Risk Assessors, Fire Wardens and Senior Fire Coordinators.</p>
	<p>Compliance</p> <p>Ensuring the effective oversight and maintenance of the University's arrangements for compliance with all statutory health, safety and fire requirements, including (but not limited to) fire safety, biological safety and radiation protection.</p>

	<p>Ensuring the provision of appropriate statistical data and other management information to University committees and other appropriate bodies in relation to Health and Safety matters, including accidents, exposure to harmful agents, incidents and investigation reports.</p> <p>Responsible for forward planning to anticipate the impact on the Higher Education sector of novel hazards, techniques, and issues, and their predicted impact on the University, whilst ensuring that resources to meet these challenges are deployed on the basis of reasonable practicability and value for money.</p>
	<p>Accident /incident/complaints investigations and reports</p> <p>Ensure that detailed investigations of all accidents, incidents and complaints are carried out and that reports are prepared for both internal and external use, including use by insurers, by enforcing authorities and in legal proceedings.</p> <p>Attend emergency incidents as required and assist in the management of these.</p> <p>Compile the University accident statistics and report and arrange RIDDOR (Reporting of Diseases and Dangerous Occurrence Regulations) notifications when required.</p>
	<p>Fire safety Management</p> <p>Lead, monitor and review the implementation of University fire precautions and procedures including fire risk assessment and scheduled evacuation drills for both campus and residential developments, and the development and review of the fire warden scheme.</p> <p>Lead the process of risk assessment and development of personal emergency evacuation plans for staff and students with mobility difficulties.</p> <p>Monitor unwanted fire activation calls and provide statistics for internal and external use. Liaise with external bodies (Fire Authority) on a regular basis.</p>
	<p>Emergency Resilience</p> <p>Provide leadership and support to the University's emergency and business continuity planning framework, supporting the establishment, review and rehearsal of appropriate emergency and crisis response procedures and plans.</p>
	<p>Meetings and Liaisons</p> <p>Responsible for establishing and maintaining effective professional relationships with Enforcing Authorities (HSE, Local Authority, SEPA, SFRS) on behalf of the University, in order to protect the University's interests, in terms of legal compliance and the reputation of the University.</p> <p>Representing the University through various external professional bodies e.g. regulatory authorities and professional networks at local and national level.</p> <p>To work with School/Service Safety Committees, Safety Co-ordinators and Trade Union safety representatives to develop and enhance health and safety within the University.</p>

	<p>Work closely with HR, the Occupational Health Service and Student Wellbeing team on relevant health and safety matters, supporting the student and staff wellbeing agenda should this be required.</p> <p>Chair, and attend various University-wide committee meetings.</p> <p>Acting as the University's main contact and liaison with the Lothian Public Health Team and Health Protection Scotland on public health matters including communicable disease management and prevention.</p>
	<p>Audits and Inspections/Risk Assessments</p> <p>Manage and Conduct health and safety workplace inspections and detailed formal audits as part of the internal audit programme and report findings and make recommendations for improvements to Deans of School, Directors of Service, ULT, the Health and Safety Committee and University Court as appropriate.</p>
	<p>Leadership & Management</p> <p>To manage the staff of the Health & Safety team and provide leadership and development support to enable the team to deliver its objectives in line with the University's My Contribution process.</p> <p>All employees are responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.</p> <p>Be a member of the University's rapid response team in line with the Emergency Response Procedures</p> <p>To undertake any other duties in support of the department's activities as may reasonably be required.</p>

Person Specification

Attributes	❖ Essential Selection Criteria	Desirable Selection Criteria
<p>Education/Qualifications</p>	<p>Full NEBOSH Diploma, or equivalent academic qualification in occupational safety and health.</p> <p>Chartered membership of IOSH.</p> <p>Degree, preferably in science, biomedical science or engineering discipline, or construction.</p>	<p>Fire safety Qualifications</p>
<p>Experience</p>	<p>Significant experience of leading health and safety and the development and implementation of an effective Health and Safety Management system in a large and diverse organisation.</p> <p>Demonstrable up-to-date knowledge of the content and application of current health and safety legislation and requirements.</p> <p>Leadership and management experience in a health and safety role with responsibility for policy and strategy development and implementation.</p> <p>Leadership and management experience with the ability to coach, develop and motivate a professional team.</p> <p>Extensive experience in developing and delivering health and safety training.</p> <p>Experience of liaising with health and safety related regulators.</p> <p>Experience of chairing committees and working groups.</p>	<p>Experience of the HE sector, or an analogous sector (e.g. NHS) a distinct advantage.</p> <p>Experience of working in at least two sectors/industries which reflect two or more of our high risk Health and Safety academic activities.</p>

	Experience of applying the principles and practices of emergency and business continuity planning.	
Skills/Personal Requirements	<p>Excellent written and oral communication skills, including ability to produce high-level reports, policies and strategies.</p> <p>Excellent interpersonal communications and decision-making skills.</p> <p>Excellent organisational and project management skills.</p> <p>Ability to persuade and influence staff at all levels to apply corporate policies and procedures.</p> <p>Commitment to high service standards and customer focus.</p> <p>Flexible approach to work, including willingness and ability to work out of normal office hours where necessary.</p> <p>Excellent IT skills, including a good knowledge of Microsoft Sharepoint, Adobe Professional and Microsoft Office applications including Word, Excel and Outlook</p>	.

- ❖ *Essential Selection Criteria* are mandatory requirements for a post-holder. If a potential candidate does not evidence all of these requirements in their application form they do not meet the essential criteria of the role and, therefore, will not be short-listed for interview.