



Job Description

Post:	Health and Safety Manager
Report to:	Head of People and Learning
Location:	Nantgarw, with regular travel to services across South Wales
Hours:	37.5 hours per week
Salary:	£38,245.00

Purpose of the Job

This role is responsible for Drive's Health and Safety function through the delivery of effective health and safety standards and safe working practices.

To develop, implement, and monitor organisational Health and Safety systems, processes, policies, procedures and practice in line with current legislation. To advise and guide Drive's Senior Management Team and Board of Trustees on all matters relating to Health and Safety.

Duties

In the context of UK health and safety best practice and legislation:

- Advise on all health and safety matters, keeping Drive and key stakeholders informed of current legislation and regulatory requirements, professional codes of practice, sector guidance as appropriate.
- Lead on business continuity and disaster recovery management planning.
- Promote and champion strong and robust health and safety culture across Drive, ensuring a consistent professional approach to the management, knowledge and understanding of health and safety compliance.

Last reviewed date: 10/01/2025

Next review date: 10/01/2027

- Responsible for the review, planning and development of all health and safety arrangements, which includes working with heads of relevant departments to write and develop policies, procedures and practices for the health and safety function.
- Develop, implement and maintain comprehensive health and safety management systems to demonstrate continuous ongoing improvement and compliance.
- Advise, monitor and support Drive staff at all levels in the promotion of health and safety conscious practices, making recommendations for actions where appropriate, in efforts to reduce accidents and near misses.
- Design and delivery of training and development programmes to meet identified Health and Safety needs.
- Contribute to the integration of national occupational standards into identified training and development programmes.
- Collate information regarding accidents and incidents within the organization, reviewing and providing advice on actions to be taken where appropriate.
- Lead the investigation of serious accidents, incidents and near misses.
- Responsible for the preparation and presentation of statistical records, reports and analyses of data for stakeholders at various levels.
- Establish and maintain a system of safety inspections/audits in conjunction with managers responsible for buildings, services, equipment, practices and people to ensure compliance with the Health and Safety at Work Act 1974 and any other relevant legislation, statutory instruments and codes of practice which are applicable. Make recommendations for changes to practices where necessary.
- Responsible for the coordination of trained first aiders, mental health first aiders, fire wardens and similar roles across Drive.
- Lead on Drive's Health and Wellbeing Committee, ensuring the promotion of key wellbeing activities and training through events throughout the year.
- Ensure effective systems are in place to ensure RIDDOR reports are completed and sent to Health and Safety within appropriate timescales.
- Manage any personal injury claims received within Drive ensuring that all relevant information is collated and dispatched within appropriate timescales.
- Oversee and quality assure Drive's risk assessment procedures ensuring they are undertaken in line with organisational policies and that they are fit for purpose.
- Provide pastoral management to the PAT Tester/Handyman.

Last reviewed date: 10/01/2025

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- Ensure people we support are actively involved within Drive's health and safety culture and procedures.
- To promote Drive's mission and vision and to be an advocate for Drive's values.
- To ensure adherence to confidentiality and GDPR.
- To ensure adherence to Drive's policies and procedures.
- To carry out all other duties commensurate with the role.

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