
COMPLIANCE OFFICER JOB DESCRIPTION

Job Title:	Compliance Officer
Responsible to:	Estates Manager
Works for:	Estates Manager
Direct involvement with:	Senior Leadership Team, Estates Team, Heads of Department and the wider School community
Hours:	40 hours per week – Full Time, Monday to Friday 8:00am – 5:00pm (with one hour unpaid for breaks/lunch)
Job Purpose:	To work collaboratively with the Estates Manager and Senior Leadership Team across the School to develop and promote a positive Health and Safety culture at the School ensuring a safe environment for all staff, pupils and visitors. To manage the school minibuses team and vehicle fleet. To ensure the School meets its responsibilities and remains compliant with all Health and Safety legislation and regulations. The Compliance Officer will be responsible for the effective management of all Health and Safety matters, including development and implementation of Health and Safety policies, risk assessments, communications and training. A 'hands-on approach' is essential to establish, manage and monitor Health and Safety standards, processes and systems and to conduct inspections, undertake audits and maintain accurate records.
Main Duties:	• Develop and maintain a positive Health and Safety culture across the School. • Act as Harrogate Ladies' College 'competent person' under the 'Management of Health and Safety at Work' regulations. • Advise the Estates Manager and Senior Leadership team on actions needed to maintain the highest practical standards of Health and Safety Compliance. • Working with the Estates Manager to ensure full statutory compliance management across all building systems. • With support from the Estates Manager undertake contract management for compliance service providers. • Provide information on request for the reporting of Compliance assurance to interested parties including the senior leadership, inspectors and governors. • Manage asset lifecycle and forward compliance planning.

- Develop, review, evaluate, implement and manage the School's H&S policies and procedures, ensuring that these are appropriate for purpose and meet legislative requirements and best practice.
- Ensure that all Health & Safety policies, procedures and regulations are adhered to and are regularly reviewed, updated and communicated.
- Put in place control measures to audit, monitor and review Health and Safety management practices for legislative compliance.
- To manage the estates compliance, ensuring that systems and processes are safe and available for their intended use, and that the School complies with all relevant statutory and regulatory requirements.
- Instructing statutory testing programmes and managing any changes.
- Maintaining appropriate aspects of the Estates department's documentation and record keeping in conjunction with the Estates Manager.
- Liaise with the School's appointed specialist Health and Safety advisors, reviewing fire safety, compliance and risk assessment regimes and ensuring any action points and recommendations are acted upon in order of priority.
- Own and implement a rolling Health and Safety Management Plan principally covering - Accessibility, Accident Reporting, Asbestos Management, CDMC, Management of Contractors, Fire Safety, Legionella Management, Pest Control, PPE, Radiation Protection, Risk Assessment, Security, Severe Weather, Statutory Testing, Transport (Highways, Parking, Site Movements & Vehicle Safety), Work Permits and H&S Training.
- Ensure that appropriate Risk Assessments are carried out across the School by liaising with Heads of Department and event/trip organisers to ensure they and their staff are aware of their risk assessment responsibilities. Ensure that a central register of risk assessments is maintained and regularly reviewed.
- Carry out specific risk assessments such as COSHH, DSE, expectant mothers, lone working and manual handling.
- Carry out internal audits on a regular basis to check all areas of Health and Safety are being implemented across the School. Communicate results of audits to relevant departments, putting together clear actions plans to ensure all recommendation are being completed in a timely manner.
- Oversee and work with the Estates Manager to ensure safety inspections are carried out.
- Set up and implement systems to centrally record, monitor and register the statutory maintenance, testing, inspections, checks and servicing of all related equipment to include Asbestos, COSHH, Fire Systems, Fire Equipment, Ladders, Legionella, LEV, Portable Appliances, Pressure Systems and any other related areas as required.
- Arrange for the inspection and servicing of plant including pressure vessels etc. in line with the requirements of the School's insurance policy.
- To be the responsible person for Legionella, ensuring the Legionella Management Plan is implemented correctly across the School.
- To be the responsible person for Asbestos Management, ensuring the Asbestos Management Plan is implemented correctly across the School.
- Ensure that all incidents, accidents and near misses are reported and followed up as appropriate, including statutory RIDDOR recording and reporting, liaising with the Estates Manager to ensure recommended improvements are implemented.
- To liaise with external agencies for example HSE, fire authorities, local authorities, consultancies, insurance brokers relating to Health and Safety matters.

- Work with the Estates Manager to ensure Health and Safety issues are considered in the design and execution of all maintenance & estates projects in accordance with CDM Regulations 2015 and ensure compliance by staff and external contractors.
- Ensure the School remains compliant with Fire Regulatory Reform (Fire Safety) Order 2005, overseeing implementation of Fire Safety Policy and Procedures, Fire Risk Assessments, completion of Fire Risk Assessment actions, inspection, testing and maintenance of fire safety systems and equipment.
- Ensure the effective implementation of the School Fire and Evacuation Procedure and work with the Estates Manager on fire and emergency drills e.g. lockdown.
- Under the direction of the Estates Manager manage site security across the school site and monitor security arrangements – security alarm systems, CCTV, SALTO door access. Liaise with police or external security contractors, implement any security improvements.
- Work with the Estates Manager to manage and monitor security arrangements across the school site including the School's SALTO access security system.
- Responsible for school vehicles and minibus compliance and operation – vehicle safety checks, maintenance, MOT, Section 19 permits, drover qualifications and training, minibus passenger logs and route planning (School Bus Net).
- Manage the school minibus driver team, liaising with the Minibus Coordinator on route planning, logistics and vehicle compliance.
- Liaise with the Estates Manager to help manage highways, parking and road safety arrangements around the school site.
- Work with the Outside Lets & School Events Team advising on H&S matters and Risk Assessments for school events and functions and outside lettings (sports facilities and residential groups).
- Work with the wider Estates team as required to provide assistance for setting up events for example: open day, speech day as well as regular in school events etc.
- Work with the HR Department on staff occupational health issues, including health surveillance.
- Advise and work alongside staff in all academic departments to ensure relevant Health and Safety legislation is covered, particularly in Science, Art and Sports.
- Advise and work alongside staff in all boarding houses to ensure relevant Health and Safety legislation is covered, particularly concerning fire safety.
- Where necessary liaise with external Health and Safety Consultants to arrange provision of specialist training.
- Develop, arrange or deliver Health and Safety training to meet the needs of all school departments and the standards imposed by legislation or HSE guidance. Ensure records of training are maintained and updated.
- Manage and administer the school's e-learning Health & Safety training system.
- Liaise with external Health and Safety Consultants to arrange provision of specialist training for staff.
- Liaise with the Estates Manager to manage and monitor Health and Safety expenditure against the Estates budget.
- Attend Health and Safety Management Committee meetings preparing appropriate reports and present these to the Committees in liaison with Estates Manager.

- Compile and circulate a termly Health and Safety Bulletin to regularly communicate, update and remind all staff on Health and Safety related issues, policies and procedures.
- Keep up to date with new Health and Safety legislation and the ISI inspection framework, working with the Estates Manager to ensure the school is compliant in Estates and Health and Safety related areas.
- Other Duties - The completion of any other reasonable task commensurate with the post as appropriate and as directed by the Estates Manager and Senior Leadership team.

Knowledge / Qualifications Requirements

Essential

- NEBOSH National Diploma for Occupational Health and Safety Professionals or similar;
- Comprehensive knowledge of health and safety legislation and compliance;
- Knowledge of CDM Regulations (2015);
- Knowledge of Fire Safety, Legionella and Asbestos management with prior experience of being the responsible person.

Desirable

- Small Pool Operators Certificate;
- COSHH trained;
- Knowledge of ISI National Minimum Standards.

Key Skills & Experience Requirements

Essential

- At least 3 years recent and relevant experience in a similar role;
- Experience of formulating, implementing and revising Health and Safety policies and procedures;
- Excellent written, verbal and presentation skills;
- Good IT skills enabling the effective use of the Microsoft suite of packages and experience in using health and safety portals;
- An assertive but calm demeanour;
- Enthusiastic self-motivated approach to work, taking ownership and accountability for own work;
- Ability to work in and adapt to a rapidly changing environment;
- Ability to motivate people to change their behaviour and attitudes towards H&S;
- Experience in delivering Health and Safety training to staff.

Desirable

- Experience in managing swimming pool plant and advising on pool safety;
- Health and Safety experience within the Education Sector.

Duchy College is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening appropriate to the post. Please note that the successful applicant cannot start in school until all pre-employment checks have been completed. The school is an educational charity and equal opportunities employer.