

We have an exciting opportunity for a Health and Safety Manager to join our team.

<b>Job Title</b>	Health and Safety Manager
<b>Location</b>	Base TBC/ Agile Working
<b>Salary</b>	£35,000
<b>Contract Type</b>	Permanent
<b>Hours</b>	37 (With flexibility)
<b>Closing Date</b>	to be added

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## About Platform

At Platform we have a vision of 'sustainable wellbeing for all'. It's a big vision in a big and complicated world, but one that we are passionate about.

We work alongside people experiencing challenges with their mental health, and with communities who want to create a greater sense of connection, ownership and wellbeing in the places that they live.

We are part of a growing movement of people and organisations who do not believe society's current 'helping' systems are fit for purpose. We know that these systems require radical change in order to really contribute to our shared vision of 'sustainable wellbeing for all.'

We are testing and developing an asset based, trauma informed and healing focused approach to our work, as a response to the deficit based, traumatising and often damaging approaches experienced by many people when seeking help. We currently have an exciting opportunity for an individual who is flexible, with experience in a health and safety role.

If this sounds like you, please get in touch!!

## We have two core purpose statements:

1. To change the narrative around mental health, offering up an alternative to the dominant paradigm of psychiatric diagnosis. This alternative focuses on the role that trauma, life experiences and socio-economic circumstances have on our mental health and our ability to recover. We pursue this change to help broaden public perceptions, and to transform how people experiencing mental distress can ask for and receive help.
2. To make society's 'helping systems' work better for people having the toughest times. In the first stages of our strategy, we will focus on systems around mental health, housing, homelessness, and young people.

Everything we do forms part of achieving our purpose and everything you do will have these two purpose statements in mind.

## **Purpose and Scope of Platform's Approach to People**

It is Platform's aim to be a Trauma informed Organisation and as such all aspects of people engagement must be in line with these principles and all HR Services must be delivered in this way.

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### **Role Purpose – Health and Safety Manager**

The role will be working closely with the Head of Housing and Director of People & Organisational Development to develop health and safety practices for the people we support and the people we work with. The role would lead on ensuring that Platform is achieving compliance with its statutory duties under Health & Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order, and the regulations and guidance associated with it.

### **What we are looking for**

We are looking for a passionate, committed, flexible and enthusiastic individuals to meet our daily business needs daily. Awareness of mental health and lived experience would be advantageous but not essential.

### **Responsibilities**

- Ensure a safe workplace environment, so far as is reasonably practicable for employees, customers or the public.
- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Ensure the Platform meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
- Ensure the completion and regular review of risk assessments for all work equipment, operations and activities and keep accurate records.
- Ensure that all accidents and near misses are documented, investigated and recommended improvements implemented.
- Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.
- Co-ordinate and develop health & safety policies, safe systems of work and procedures.
- Work proactively with managers and other key staff to establish and maintain a programme of continuous improvement in the management of Health and Safety within their areas of responsibility.
- Ensure full and accurate health and safety and training records are maintained.
- Establish a full programme of documented health & safety inspections, audits and checks.
- Establish a structured programme of health & safety training throughout Platform including inducting new employees.
- Be responsible for the delivering of health and safety training and be comfortable in a training delivery environment.
- Liaise with external health & safety consultants/training providers in the provision of training programmes and health and safety services.

- Disseminate information relating to Health and safety Policies via team meetings.
- Ensure that all agreed action points are completed within deadlines.
- Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the business.
- Provide regular reports to the Head of Housing, Board of Directors/Senior Management Team on relevant health and safety activities.
- Participate in regular meetings when required to report on relevant health & safety matters.
- Act as a point of contact for enforcement authorities should the need arise.
- To undertake training as required, whether identified by self or others in the Platform.

### How we support you

We truly believe that Platform staff are our number one resource, without the wonderful people who work here we would be nothing. So, we do our best to ensure people feel respected, valued, cared for and supported. Now more than ever living our values on the inside, with each other is vital.

It matters to us that our workforce represents as many identities and backgrounds as possible. As such, we are committed to providing equality of opportunity for all current and prospective members of our team, at every level of the organisation. We particularly welcome applicants from black and minority ethnic backgrounds.

### Organisation Expectations

To carry out all duties in a manner that reflects Platform's values.

Platform is connected, compassionate, brave and curious.

**Connected:** A sense of connection is fundamental to wellbeing.

That includes feeling connected with people, places, communities, nature, supportive organisations, and the wider world.

To encourage connection we are authentic, open and honest – and treat everyone as equal.

**Compassionate:** We believe everyone should be treated with compassion, so kindness and empathy sit at the heart of our trauma informed approach.

We do not judge, or suggest we know how people feel – instead, we value individual differences, and give lived experience the respect it deserved.

**Brave:** We are bold in challenging the current paradigm in mental health culture. We're not afraid to swim against the tide, we expect and accept resistance to change, but we trust our intuition and will be disruptive and determined in securing change for the greater good.

**Curious:** We're always interested in people's ideas and experiences, and see our work as a continuous learning curve. We ask questions – and question the answers – as part of a wider social movement exploring new approaches to sustainable wellbeing.

## Personal specification

	Essential	Desirable	Assessed through
<b>Experience</b>			
<b>Qualifications and skills</b>			
Full current driving licence and access to your own transport	✓		Application
Ability to communicate in Welsh		✓	Application
Excellent verbal, written and IT skills, including word processing, database use and inputting and monitoring of information	✓		Application/ Interview
NEBOSH Certificate in Health and Safety or Degree equivalent in Compliance Management across Health and Safety and/Estates Management	✓		Application
An understanding of the supported housing sector and working with landlord partners		✓	Application/ Interview
The ability to deliver training both online and face-to-face	✓		Application/ Interview
A full understanding of the health and safety at work act	✓		Application/ Interview
A full understanding of the fire safety order	✓		Application/ Interview
Experience of managing and organising multiple processes within strict timeframes	✓		Application/ Interview
Demonstrable planning and co-ordination skills	✓		Application/ Interview
Ability to contribute to developing vision and strategy and to lead, inspire and motivate others at all levels	✓		Application/ Interview
Ability to maintain a corporate overview of different issues and to co-ordinate diverse activities and interests	✓		Application/ Interview
Willing to attend off site meetings which may be held outside office hours as and when necessary	✓		Application/ Interview
Willing to undertake any training that will develop the role and themselves	✓		Application/ Interview