**Who we are?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support both young people and adults to learn, achieve and progress toward greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

The staff who work for TCHC are learner-centric and want to make a real difference to the people they work with, enabling them to improve their employment situation, some of whom will have had poor experiences of learning and employment in the past. Some may have complex lives and require signposting to other organisations who can help.

Staff are valued and recognised for the contribution they make towards the organisation’s vision and goals and the effective support they provide to the individuals we engage with. We have a strong belief that success is created together; one of the reasons why we are a great employer to work for.

***TCHC is a disability confident committed employer.***

**Who are we looking for?**

TCHC is looking for a passionate, organised, and focused individual to promote a positive health and safety culture in the workplace and maintain a safe work environment for company employees.

|  |  |
| --- | --- |
| **Job Title:** | Health and Safety and Facilities Manager |
| **Location:** | Watford Head Office Travelling to the other TCHC Offices essential |
| **Working Hours:** | 8.30 am to 5.00 pm OR 9:00 am to 5:30 pm, 3 days, (22.5 hours per week) Monday to Friday, 1-hour lunch unpaid |
| **Contract Type:** | Perm |
| **Reports to:** | HR Manager |
| **Salary Band:** | £35,000 to £40,000 per annum (Pro Rata) |

**What are we looking for?**

**Qualifications**

* Bachelor’s degree in risk management, engineering, safety management, or a related discipline (ESSENTIAL)
* Certification from a recognised occupational health and safety body (ESSENTIAL)

**Skills and Abilities**

* Problem-solving Skill: to be well-versed in developing safe operational strategies and solutions to minimize workplace incidence
* Organizational Skills: to be able to coordinate general workplace operations to ensure compliance with safety standards
* Communication Skill: to provide company staff with useful safety information by means of clear language.

**Main Tasks & Responsibilities**

* Monitor work processes and procedures to identify unsafe practices or breaches of safety regulations
* Conduct equipment inspection to ensure they are correctly installed and operational
* Facilitate and schedule repairs of unsafe or damaged equipment
* Organize safety training to educate company staff on necessary safety principles
* Develop and implement safety, procedures, and policies for production operations
* Carry out investigations to identify the root cause of an incident or other unsafe conditions on a work site
* Oversee the placement and setup of safety signs to warn of potential hazard
* Prepare and present to company management periodic reports of safety operations
* Collaborate with law enforcement agents and investigators to address cases of workplace accident
* Proffer recommendations on safety topics such as proper waste disposal, fire regulations, and noise
* Conduct risk assessments to identify work areas with a high risk of operational hazard
* Oversee company waste disposal methods to ensure they comply with safe disposal procedures
* Review company operational processes to ensure they are in line with external safety legislation
* Attend occupational safety and health seminars to update job knowledge and enhance their skills.
* Supporting and working with Centre Managers and Project leads in ensuring health and safety procedures are followed and maintained on a daily basis.
* Monitor yearly inspections and checks across all our Centres
* Support in setting up new centres
* To Ensure that TCHC Group continues to achieve quality kite marks on ISO 14001 – Environmental sustainability:
* Organise the external audit annually.
* Ensure the company receives a pass result annually.
* Be the environmental manager for the company.
* Set environmental objectives annually.
* Prepare and maintain vital documents such as the manual, internal/external audits, risk assessments, management meetings, policies, training, and continual improvement. In addition, keep professionally up to date with regulatory bodies such as the Environment Agency.

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances.

Furthermore, given the dynamic nature of our operational environment, it is crucial for individuals in these roles to demonstrate flexibility and a willingness to travel to different work locations. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**Rewards for your hard work**

For us here at TCHC reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holiday
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period after 1 year of service.
* When your birthday falls on a working day you will receive this day off at full pay.
* Sickness pay allowance after the probationary period.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1 paid by the company after the probationary period.
* Employee Assistance Programme to access help and support 24 hours a day every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years’ of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses

**How to Apply**

To apply please complete the application form online at: <https://tchc.net/apply-now/>