

Premises and Health and Safety Manager for The Garwood Foundation

Introduction

The Garwood Foundation provides wrap-around services for people with disabilities in the Croydon area from age 3 onwards. The Foundation has since 1952 provided services at three local centres – Rutherford School, the Bramley Hill Day Centre and Jean Garwood House, a specialised residential care home and has three charity shops in the Croydon area.

Based at Bramley Hill Day Centre

Salary £35,000- £42,000 per annum depending on experience

Full- time 37.5hours per week

25 days holiday plus bank holidays

Safeguarding The Garwood Foundation is committed to safeguarding and promoting the welfare of children and adults and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Responsible to: Director of Services

Responsible for: Caretaker and Maintenance assistant

Health and Safety:

- Maintaining and updating policies, emergency strategies, evacuation plans and risk assessments, in partnership with service heads for the Foundations various sites and shops.
- Co-ordinate with shop managers to ensure health and safety compliance.
- Implement and maintain an effective health and safety management system based on the HSG65 government recommended methodology.
- Responsible for ensuring a regular program of monitoring and review is implemented to maintain high standards, ensuring ongoing compliance with new legislation and HSE guidelines. This includes asbestos, legionella, fire safety, general policy and arrangements, hydrotherapy and hazardous substances. (E)
- Conduct legally compliant fire risk assessments on a regular basis, ensuring that the results of the assessments are relayed to managers and staff. Organise any remedial work in a time sensitive manner. (D)
- Act as the Foundations designated 'competent person' with regards to health and safety. Liaising with and advising site managers on issues relating to health, safety and site maintenance on a regular basis.
- To feed into capital project, health and safety wise.
- Pro-active planning on renovation.

Hydrotherapy:

- Manage and maintain the Foundation's two hydrotherapy facilities, in partnership with service head (day centre) and school caretaker ensuring that all industry requirements are met and standards are kept high.
- Ensure compliance with PWTAG guidelines and maintain health and safety documentation Liaise with external users of each pool to ensure high standards and water quality are maintained.
- Working on each pool daily.
- Willingness to train towards the pool plant operator's certificate.
- Supporting and advising on new capital project build.

To supervise school caretaker and Maintenance assistant.

Contractor Support and Maintenance:

- Liaise with external contractors on all aspects of site maintenance, incorporating reactive repairs and planned development.
- Oversee all aspects of responsive and planned maintenance, working with service heads in a time sensitive manner to ensure that all the Foundations facilities (including shops) can run without compromise.
- Allocating and authorising work based upon budget control- in partnership with service heads.
- Assist caretaker and maintenance person with repairs, where appropriate.

Out of hours:

- Be on occasional call, alongside the caretaker for Foundations sites for fire alarm, intruder alarm and hydrotherapy emergencies.
- Work overtime as required to ensure minimal disruption to the Foundation’s sites when carrying out renovations and repairs.

Person specification

Skills/Knowledge/experience required	Essential/Desirable
Excellent organisational skills and eye for detail.	E
Excellent communicator.	E
Self-motivated with a ‘can do’ approach.	E
Genuine interest in charity values and ethos	E
Honesty and integrity	E
Experience within non-profit/educational/statutory sector	D
Knowledge of plant and equipment maintenance	E
Ability to work effectively both in collaboration with DOS, service heads and shop managers.	E
Management and coordination of all H&S regulations, requirements and processes including writing risk assessments.	E

Qualifications	Essential/Desirable
Pool plant operating certificate (willingness to train towards)	D
Health and safety certificate (NEBOSH)	D
Membership of IOSH	D

Please apply by 26th August to:

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