



# Working at Coin Street

Job pack

# Creating an inspirational neighbourhood

Some use our nursery, our sports pitches or have attended conferences in our neighbourhood centre. Others live or work on our South Bank site. But most of the thousands of people who pass through the Coin Street site every day don't even know we exist.

That's a shame. Because our story matters.

It's a story about inclusiveness and diversity. About culture, community, and commercial success. About how we work together to create an inspirational neighbourhood - today, tomorrow, and forever.



**BE PART OF IT**

# What we do

We provide the opportunities and spaces for people to lead their own change. Our activities are wide and far reaching. From giving families and children the best start in life through our childcare and family support, to creating and maintaining high quality live, work and play spaces on land which we own.

We promote enterprise, creativity and lifelong learning whether that's through providing employment, volunteering opportunities, nurturing enterprise or delivering programmes and activities.

Our commercial activity/income generating activity ranges from hosting conferences and events in our purpose built centre. to supporting London's top creative talent through our designer maker studios at Oxo Tower Wharf and/or shops/studios in Gabriel's Wharf.

This work is a central part/pillar of our efforts to support our neighbours and community to thrive.

We provide housing that supports our community; we champion co-operative housing and influence local and national housing policy. From sports and dance to healthy eating and gardening, we offer a range of facilities and activities accessible to everyone to support health and wellbeing in our community.

We are conscious that our neighbourhood is a small part of a global community and that we all need to work together to tackle the challenges faced by the earth and all who live on it.



**CREATE**

## JOB DESCRIPTION

<b>ROLE:</b>	<b>HEALTH AND SAFETY MANAGER</b>
Reports to:	Chief Financial Officer
Contract details:	Full time, 35 hours per week, permanent
Salary:	£50,000

## ROLE SUMMARY

To ensure the safety of Coin Street's premises, staff, plant and machinery and members of the public by implementing a Health and Safety Management System. You will work to prevent workplace accidents and injuries and create a safer and more productive work environment that is not just focussed on buildings but also people, which includes employees, service users and members of the public. This includes being appointed as organisation's Responsible Person, as delegated by the Group Director for matters relating to Health and Safety including Fire Safety.

## TEAM OVERVIEW

This is a new role within the organisation and will form part of the Group Director's Office, reporting directly to our senior leadership team and providing updates directly to our board members. You will be supporting an organisation of around 90 staff, working across our 13-acre estate, advising Directors and Managers how to comply with their Health & Safety duties.

## KEY ACCOUNTABILITIES

1. Manage, review, revise and support managers to implement Coin Street's Health & Safety Policy, for Coin Street Community Builders, Coin Street Secondary Housing Co-operative and Coin Street Centre Trust.
2. Lead initiatives to foster a positive safety culture and analyse performance metrics and prepare detailed reports for the board to monitor and provide updates on safety and compliance matters.
3. Ensure all compliance of buildings are in place and the company is legally compliant, this includes but is not limited to asbestos management, legionella, fire Ensure suitable and sufficient risk assessments are in place. and that regular audits of health and safety processes are undertaken.
4. Ensure all activities and services provided by Coin Street are risk assessed and carry out Health & Safety inspections across all areas and highlight risks, identify and implement mitigating actions as appropriate.

5. Review Risk Assessment, Method Statements (RAMS) and Permit-to-Work (PTW) systems as required, carry out spot checks of contractor works, on site clients and compliance. Ensure information is recorded.
6. Review personal protective equipment (PPE) issue and use, current COSHH process, storage and audit, and create reports for action to be taken and monitor progress
7. Assist colleagues with contract review tenders and compliance, particularly relating to H&S requirements of the work undertaken.
8. Review Accident, Incident & Near Miss reports – monitoring accident and ill health trends, joint investigation of accidents and near-misses with line management/ employee representatives, proposing and implementing mitigations and reporting these to the appropriate board.
9. Ensure Fire Risk Assessments (FRA) for properties across the site are carried out and that any remedial actions are completed in a timely fashion.
10. Review commercial tenant FRAs and ensure that their practices are compliant and work with CSCB's processes and within regulatory requirements.
11. Ensure staff are suitably inducted and that they are given sufficient health and safety training appropriate to their roles. Working with the Head of People to monitor Health & Safety training requirements across the organisation and recommend any refresher courses where applicable such as manual handling, accessing high platforms, etc
12. Work closely with heads of teams to ensure activities conducted by each team/area are suitably and sufficiently risk assessed, provide support and champion health and safety.
13. Sitting on the quarterly health and safety forum and assisting the health and safety representatives.
14. Ensure the necessary provisions are in place regarding suitable trained and appointed first aiders, fire wardens and fire marshals and that specialist equipment is in place.
15. Ensure regular Fire Evacuation drills are undertaken, reports provided and any improvements required are identified and embedded.

16. Keep up to date with all aspects of relevant health, safety and welfare at work legislation and communicate relevant changes to the Leadership Team and provide competent advice on current regulations, legislation, policy and procedures.
17. Undertake any other reasonable duties, as may be required from time to time, as consistent with the scope of this role.

## GENERAL REQUIREMENTS

To comply with Coin Street's Diversity, Equality and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do, and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things - as an organisation, community and society.*
- *Inclusive: I embrace difference and encourage authenticity*

## PERSON SPECIFICATION

### KNOWLEDGE & EXPERIENCE

1. Understanding the detailed requirements of the Health and Safety at Work etc Act 1974 and legislation applicable to company operations.
2. NEBOSH Diploma for Occupational Health and Safety Management Professionals . Plus at least 3-5 years' experience of managing Health and Safety across a range of services.
3. Significant experience in undertaking investigations, reviewing risk assessments, and providing reports.
4. Experience of health and safety in a mixed use environment.

### SKILLS & ABILITIES

5. A personal commitment to and enthusiasm for Coin Street's ethos and mission
6. A proactive and pragmatic approach to safety and the ability to engage and communicate with a wide range of stakeholders, from site level to the boardroom
7. Strong influencing and persuasion skills and ability to work co-operatively with others to complete tasks and implement process improvements. Ability to follow through on actions and ensure they are completed on schedule.
8. Ability to manage a varied workload and work under pressure, prioritizing tasks as appropriate to meet deadlines.
9. Excellent communication skills, both verbal and written, with strong computer skills and good attention to detail.

# What we can offer you (the highlights)

## REWARD AND PROTECTION

### Annual Holiday

27 days leave per year excluding bank holidays.

### Pension Scheme

Coin Street will contribute 5% to your pension if you contribute at least 3%.

### Life Assurance

Death in service (3 x salary), Income Protection and Critical Illness cover.

### Company Sick Pay

8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years

### Flexible working

Where we are able to, flexible working and hybrid working location

### Staff Socials and Inset Days

Staff information and team building days, plus plenty of social opportunities

### Training & Development

A commitment to training & development for all staff with regular progress & support reviews with your manager.

### Wellbeing

Mental wellbeing - webinars, courses, mediations, therapy session. Free gym membership at Colombo Centre.

### Staff Discounts

Discounts available from wide range of retailers and service providers for shopping, dining, experiences, car maintenance, study, etc.

### Nursery Discount

20% discount on nursery fees for staff whose children are enrolled in Coin Street Nursery.

## LIFESTYLE

