



## Waddesdon Job Description

**Job Title:** Health & Safety Coordinator

**Managed by:** General Manager

**Location:** Operations Department, Waddesdon Manor

### Overview:

Waddesdon Manor is a historic house open to the public. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today it is managed by a Rothschild charitable trust, The Rothschild Foundation. It currently welcomes over 450,000 visitors a year to the property.

Created by Baron Ferdinand de Rothschild during the 1870s as a showcase for his remarkable collection and a place to entertain friends and family, and preserved and enhanced by his heirs, it is the last remaining complete example of the influential 19<sup>th</sup>-century “Rothschild style”. Set within one of the finest Victorian gardens in Britain, the Collections are extraordinarily rich in scope, with highlights including magnificent French furniture and porcelain, English 18<sup>th</sup> century portraits, 17<sup>th</sup> century Dutch paintings, European books and manuscripts, 18<sup>th</sup> and 19<sup>th</sup> century textiles, 16<sup>th</sup> century works of art and European works on paper and sculpture.

It has one of the finest Victorian gardens in Britain, famous for its ornamental bedding, shrub planting and specimen trees, and its excellent horticultural standards. It also includes a working Aviary and children’s playground.

Waddesdon runs a varied programme of public, family and educational events, covering a broad spectrum from children’s tours to special interest days on particular aspects of the collection.

### Outline of Role

The post of Health & Safety Coordinator (HSC) at Waddesdon will provide support to the organisation to ensure that all appropriate health and safety, risk management and compliance systems and procedures are in place and are reviewed and updated regularly. The HSC will work with and support a wide range of departments including Gardens, Catering, Collections, Visitor Services, Events, Education, Hotel & Weddings, Facilities, Transport, Security and Housekeeping.



### Specific duties include:

- Develop good working relationships with all Heads of Department and Line Managers across Waddesdon, RWL (trading company) and the Waddesdon Estate. Provide support and guidance as required.
- Respond to queries on matters of Health and Safety and regulatory compliance.
- Work with senior management team on the overall organisation policy and processes for contractor management across the departments.
- Work closely with the Head of Facilities, Head of Security & Transport, Facilities Technical Manager and the Executive Assistant as part of the Operations Department.
- Develop a good working relationship with colleagues within the National Trust and ensure regular communications.
- Weekly site inspections of fire exits and extinguishers, fire logs, alarm systems and first aid equipment, thereby ensuring that the HSC visits all site locations and liaises with relevant staff in each area
- Oversight of all accident and incident reporting and any escalation through RIDDOR, including reporting of relevant incidents via the National Trust IT system.
- Work closely with the catering, hotel and private events managers to ensure that food safety and environmental health systems are being implemented and monitored.
- Conduct investigations into workplace and visitor incidents as required, and be directly responsible for the necessary record keeping and any claims management.
- Support the Chair of the Health and Safety Committee (General Manager), produce the agenda and any appropriate documentation for this meeting in a timely manner e.g. NT incident report log.
- Undertake the weekly inspection of the children's playground, ensuring all paperwork is completed, reporting any required works, and liaising with ROSPA and the insurers during their annual inspection.
- Ensure the organisation's health and safety policies are reviewed annually and the Health & Safety statement is updated and displayed in relevant business areas, and that all staff are made aware of any updates and amendments.
- Advise the Senior Management team on mandatory health & safety and regulatory requirements, including staff training.
- Record mandatory staff training and work with department heads to ensure compliance.
- Advise the Senior Management team on any licensing compliance matters and work with Heads of Department and Line Managers as necessary.
- Ensure that the record of awareness for risk assessments are completed annually by Heads of Departments for their business areas.
- Participate in the event planning for major events, working as part of a cross-department staff planning team on events including Christmas and Feast.



*The above list of duties is not exclusive and the post holder may be required to undertake other tasks as may be reasonably expected commensurate with the post and the smooth running of the Department and the organisation.*

## Knowledge, experience & general attributes:

### Experience

- Demonstrable experience of the health & safety, risk and compliance environment
- NEBOSH General Certificate
- Experience of working with multiple department heads
- Valid clean driving licence

### Skills

- Proactive, to be able to work confidently on own initiative, including time management
- Excellent communication skills and effective team working, with both staff and volunteers
- Strong organisational skills, able to prioritise and to work to tight deadlines
- Range of IT Skills

### Terms & Conditions

- Permanent full-time role, 5 days per week Monday to Friday, with some occasional weekend or evening work if required, 37.5 hours per week.
- Salary: £25,000
- 25 days' annual leave (plus Bank Holidays).
- Pension Scheme with matched contribution of up to 10%

### Additional Information

- Closing date for applications: Sunday March 11<sup>th</sup>
- Interview date: Wednesday March 21<sup>st</sup>