

## 4. Health and Safety and premises compliance

Safeguard the health and safety of users by ensuring school premises are compliant with health and safety statutory, regulatory and corporate standards.

Functions: Compliance Area of Focus	Level 1/2	Level 2/3	Level 3/4
<b>Understanding premises related health and safety and compliance issues</b>	Aware of health and safety legislative framework and the impact on the management of the estate and risks posed through non-compliance.	Understands requirements of health and safety legislation, the implications for the management of the estate including duties placed on the organisation and individuals.	Understands and leads on the development and implementation of all estate related health and safety and compliance policies and procedures.
	Aware of range of buildings related statutory compliance requirements.	Working knowledge of legislative framework and how to match to organisational objectives	Ensures health and safety and premises compliance is considered as part of organisational business planning.
	Informs health and safety and premises compliance planning.	Informs and drafts health and safety and premises compliance policies and planning.	Ensures training needs are being identified and met
<b>Taking appropriate actions to minimise any avoidable risks</b>	Ensures own and others' actions (including external users) reduce risks and comply with health, safety and compliance requirements, support action to deal with failings and escalating issues where appropriate.	Ensures own and others' actions (including external users) reduce risks and comply with health, safety and compliance requirements, dealing with failings or concerns and escalating issues where appropriate.	Develops and leads an organisational culture in which health, safety and premises compliance are prioritised and inform strategy, planning and decision-making.
			Ensures processes are in place to identify any variances from policy
			Ensures sufficient resources are allocated to operate compliance management system.
	Collects and collates risk information for reporting and escalates any hazardous situations or defects in premises or equipment.	Ensures all risk concerns are actioned or escalated as appropriate.	Set out targets for performance to identify potential risks to enable continual improvement.
			Develops and implements clear processes to conduct suitable and sufficient assessment of risks.
		Support the development and implementation of clear processes to conduct suitable and sufficient assessment of risks.	
	Support the development and implementation of escalation processes and communicates at appropriate levels in the organisation to ensure remedial actions are taken.		
<b>Ensuring the estate complies with appropriate statutory and regulatory standards</b>	Understands what actions are required to ensure statutory and regulatory standards are met and understand and act on requirement of H&S audits and risk assessments	Develops and drafts action plan to ensure all statutory and regulatory standards will be met in accordance with required timescales.	Leads on the implementation of the action plan, ensuring sufficient resources and prioritised programming to meet all statutory and regulatory standards and the needs of the organisation.
	Monitors, collects and reports data for inclusion in management reports.	Supports development and production of management reports on health and safety and	Defines reporting criteria to meet statutory and corporate performance needs in respect of health and safety and premises compliance risks and issues.

<b>Functions: Compliance</b>		<b>Level 1/2</b>	<b>Level 2/3</b>	<b>Level 3/4</b>
<b>Area of Focus</b>				
			premises compliance issues and estate performance.	
	Supports procurement of technical expertise to ensure statutory and regulatory standards are met.		Aware of competencies required for all technical elements of premises compliance and ensures these are met through appropriate procurement of expertise or training.	Leads on the procurement and resourcing of required expertise to fulfil regulatory requirements. Produces management reports to demonstrate compliance performance, highlight risks and identify options.
<b>Ensuring responsibilities for health and safety and premises compliance related issues are clearly defined and designated</b>	Aware of general and specific responsibilities for health and safety and premises compliance across the whole estate.		Drafts policies and procedures to ensure all duties and responsibilities are defined and that roles for each are specified and documented.	Leads on the communication and implementation across the organisation to ensure all those with responsibilities are aware and suitably trained to undertake the roles.
	Reviews records, actions any issues or gaps and escalates any failings.		Reviews records, actions any issues or gaps and escalates any failings.	Ensures a formal structure is in place for the designation of responsibilities and is accountable for all policies and procedures relating to duties, responsibilities and roles.
	Maintains up to date records of designated roles, allocations of responsibilities and training.			Leads on the corporate reporting of any issues and ensures risks are escalated and actioned accordingly.

<b>Skills and Knowledge: Compliance</b>		<b>Level 1/2</b>	<b>Level 2/3</b>	<b>Level 3/4</b>	<b>Resource</b>
<b>Key Areas</b>					
<b>Understanding premises related health and safety and compliance issues</b>	Working knowledge of health and safety legislation, premises related statutory compliance requirements, corporate standards and best practice.		Detailed knowledge and understanding of health and safety legislation, premises related statutory compliance requirements, corporate standards and best practice.	Full understanding of premises related statutory requirements, how they impact on the organisation and the implications of failure.	
	Ability to recognise weaknesses and failings against statutory and corporate requirements in the operation of the estate.		Detailed knowledge of corporate health and safety and premises compliance related policies.	Full understanding of corporate business planning processes and ability to develop strategies and policies to meet corporate standards.	
			Ability to translate statutory requirements to produce processes and policies to ensure all statutory and corporate requirements can be met within the context of the business operation.		
<b>Taking appropriate actions to minimise any avoidable risks</b>	Understands health and safety risks associated with use and occupation of premises.		Detailed knowledge of health and safety risks associated with use and occupation of premises.	Full understanding of importance of premises health and safety and statutory compliance in the business operation.	
	Understands the importance of accurate risk recording and the sources of that information.		Understands the importance of accurate risk recording and the sources of that information.	Critically evaluates risk and incorporates into corporate risk and business planning processes.	
	Ability to recognise weaknesses and failings against statutory and corporate		Ability to recognise weaknesses and failings against statutory and corporate	Competent in analysing and reporting information as part of business planning and budget planning processes.	

<b>Skills and Knowledge: Compliance Key Areas</b>				
	<b>Level 1/2</b>	<b>Level 2/3</b>	<b>Level 3/4</b>	<b>Resource</b>
	requirements in the operation of the estate and <b>escalate</b> concerns	requirements in the operation of the estate and <b>escalate</b> concerns		
	Ability to challenge, report concerns, take appropriate actions or escalate concerns	Ability to monitor and assess implementation of actions to minimise risk	Competent in communicating and directing implementation of policies and procedures and managing non-compliance.	
<b>Ensuring the estate complies with appropriate statutory and regulatory standards</b>	Working knowledge of premises compliance elements, statutory and regulatory standards and frequencies. Can apply this to the working environment.	Detailed knowledge and experience of premises compliance elements, statutory and regulatory standards and frequencies. Can apply this to the working environment.	Is able to evaluate risk and prioritise programme of works and ensure sufficient resource is identified and allocated.	
	Use knowledge and experience to help support development of compliance schedules, action plans and programme implementation	Uses knowledge and experience to develop compliance schedule, action plan and implementation programme.	Has experience in procuring technically competent resource to fulfil statutory requirements.	
	Understand role in a programme of works and importance of performance monitoring against agreed targets	Experience in managing programme of works and monitoring performance against agreed targets.	Is able to direct the programme of works to deliver the implementation plan.	
	Able to accurately record data and understands the importance of audit trail and evidence recording.	Detailed knowledge of training needs for various statutory and compliance roles and experience in managing/monitoring training programme.	Uses monitoring and reporting systems to ensure all statutory and corporate reports are delivered and actioned.	
<b>Ensuring responsibilities for health and safety and premises compliance related issues and clearly defined and designated</b>	Working knowledge of health and safety and statutory premises compliance roles and responsibilities.	Detailed knowledge and experience of health and safety and statutory premises compliance roles and responsibilities.	Understands the organisational context and is competent in leading and communicating health and safety and statutory premises compliance roles and responsibilities.	
	Able to accurately record data and understands the importance of audit trail and evidence recording.	Able to define and document health and safety and statutory premises compliance roles and responsibilities.	Understands and uses corporate systems to report on health and safety and premises compliance performance issues and action failures at the appropriate level in the organisation.	
		Able to effectively communicate and engage across the organisation and support staff development.		
		Experience in monitoring and managing communication, training and support programme and actioning as required.		