

## **Schedule 1 to Statement of Employment Particulars**

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### **KENSA CONTRACTING LIMITED - JOB DESCRIPTION**

**Job Title:** Health and Safety Manager

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**Place of Work:** Vary between home working and our two offices:

1. Mount Wellington Mine, Fernsplatt, Chacewater, Truro, TR4 8RJ
2. Bishops Court Gardens, Bishop Court Lane, Clyst St Mary Exeter EX5 1DH

**Responsible to:** Operations Director

**Responsible for:** No one currently. However, in the future the Health and Safety Manager may have to manage support staff

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### **Environment:**

Established in 1999 Kensa is the specialist supplier and manufacturer of ground source heat pumps systems. Kensa supplies its products and services to a wide range of customers including self-builders, installers, house builders, social landlords and other commercial clients.

Kensa also advise many Government Departments and leading companies on the use and suitability of heat pumps in different applications and have become well known within the market for their honest and straightforward advice.

Kensa Contracting Limited, part of the Kensa Group was established in 2012. The company performs largescale Ground Source Heat Pump installations in commercial and residential buildings.

The Kensa Group operates over two main sites one in Cornwall and one in Exeter. There are also a number of employees working more remotely across the United Kingdom. In your role you may be required to work across all Kensa work sites in line with the scope of your role.

### **Main Purpose of the Job:**

The postholder has the responsibility for Management of the following:

- Ensuring that Kensa Contracting meets the requirements of Health and Safety and other related legislation
- Maintaining third party Health and Safety management certifications
- Support Project management and Delivery team with HSE matters
- Carry out a program of training, inspections and continuous improvement of our H&S practices and procedures
- Acting as Temporary Works Co-ordinator on behalf of Kensa Contracting

The postholder should provide guidance to ensure the building structures and equipment do not pose a risk to colleagues, contractors and visitors to Kensa Contracting sites.

**Functional links with:**

Suppliers, colleagues, end-users, customers, distributors, business contacts, and Installers.

**Duties and Responsibilities.**

1. To review, implement and where necessary update the company's Health and Safety policy
2. To ensure the company meets all legislative Health and Safety requirements
3. To ensure all accidents or near misses are fully reported and investigated
4. To support the operational teams to achieve optimum performance and compliance with health and safety, legal and quality systems requirements
5. To provide Directors, Managers and business colleagues with guidance and direction on Health and Safety systems, developments and improvement initiatives
6. To act as the Temporary Works coordinator for the company and support delivery teams in this regard
7. Where necessary communicate Health and Safety matters to the Health and Safety Executive (HSE)
8. To coordinate Health and Safety training for project managers, site managers and other colleagues.
9. To liaise with designers and contractors in relation to Safety requirements of buildings and equipment
10. To coordinate and communicate Health and Safety matters to all colleagues, contractors and visitors to site.
11. To identify Health and Safety training requirements
12. To ensure the Health and Safety needs of the business are balanced against cost
13. To perform audit of live sites to aid the continued improvement of KCL and its staff. This will require at time travel anywhere throughout the country.
14. To work cooperatively and provide support as required for all companies in the Kensa Group.
15. To undertake training and assist in training other member of staff as required.
16. To be a positive ambassador of Kensa at all times.
17. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this. Whilst working at external sites comply with all on site health and safety procedures and guidelines applicable to that site.
18. To work at all times in accordance with the company's Dignity & Diversity Policy.
19. To undertake such other duties as may be required within the general scope of the job.
20. This job description may be subject to change, in consultation with the postholder, in response to new circumstances.

**Skills and Qualifications:**

- Temporary Works Coordinator
- NEBOSH National Diploma in Construction Health & Safety (or equivalent Level 5 qual)
- CITB Site Manager (CITB SMSTS)
- Training experience/qual e.g. PTLLS Level 3
- Fire, environment auditing experience
- **TechIOSH** / working towards GradIOSH
- The right applicant will have excellent operational skills with the ability to work with senior management at a strategic level too

**Salary:** £30,000 - £40,000 depending on experience. Based on a permanent full-time position.

**Other:**

This job description may be subject to change, in consultation with the postholder, in response to new circumstances.