

# Health & Safety and Site Manager

In person / Ickleton, near Cambridge/Saffron Walden (UK)

Deadline for applications: 19<sup>th</sup> July 2025. Please quote reference: H&SSiteManager

We are seeking a proactive and organised Health & Safety and Site Manager to oversee health, safety, compliance, and day-to-day site operations. In this key role, you will ensure Health & Safety policies and procedures are effectively implemented, conduct inspections and audits, manage safety records and inductions, and support emergency preparedness. You will also coordinate site services, maintenance activities, utilities, waste management, and contractor performance, working closely with staff and external partners to ensure the site operates safely, efficiently, and in compliance with all regulatory requirements.



## Your main responsibilities

- Lead the implementation and communication of Health & Safety policies, ensuring compliance across the site. This includes chairing safety committee meetings, overseeing audits, and managing emergency response teams
- Provide comprehensive H&S administrative support, maintaining databases for contractor approvals, public liability, risk assessments, COSHH, MSDS, and all certifications
- Conduct and track inspections across the site, including housekeeping, DSE, ladder/pallet racking, dust and noise monitoring, and fit testing for RPE and hearing protection
- Coordinate H&S inductions and maintain records for all contractors, students, and site visitors, while supporting safety planning for new facilities and research projects
- Manage site services including utilities (electricity, gas, water, heat pump systems), waste streams (recycling, hazardous, WEEE), and coordinate service contracts and maintenance schedules. Liaise with external providers for specialist waste disposal
- Oversee the H&S budget, including invoice processing and procurement for related supplies and services



## Your main skills

We are looking for someone who is:

- Highly organised with strong administrative skills
- Knowledgeable in current health and safety legislation and best practices
- A confident communicator with the ability to lead meetings and engage with staff across all departments
- Good I.T skills in Microsoft Word, Excel, Outlook, good organisational and communication skills
- Proactive in identifying risks and ensuring follow-up actions are taken.
- Experienced in handling audits, inspections, and emergency procedures
- Comfortable working independently and taking ownership of site-wide safety protocols
- Open to travel - The role is permanently based at Ickleton, South Cambridgeshire, and applicants should be willing to travel occasionally to our second site near Lincoln as required.
- **Essential:** Knowledge of Business Administration and Health & Safety
- **Desirable:** Knowledge of Agricultural Industry would be of benefit (but not essential)



## What we offer you

- Full time permanent position
- Competitive Salary from £45,000
- Incentive scheme
- Generous company pension
- Private healthcare
- Minimum 25 days annual leave
- Active Employee Training Program for professional development
- Employee assistance programme



## About RAGT

RAGT is a French breeding company based in Rodez near Toulouse with a breeding and research site, and successful commercial business in the UK.

The company has a multi-crop portfolio and leading position in cereal varieties in the European market.

RAGT are European leaders in cereals and protein rich species, varietal innovation is at the heart of our business to support and develop sustainability in agriculture.

## INTERESTED?

+ Please send your CV and covering letter to: Business Administration manager, RAGT Seeds Ltd, Grange Road, Ickleton, CB10 1TA

## TO APPLY:

+ Or by email to: [anna.mconnell@ragt.com](mailto:anna.mconnell@ragt.com)

+ For any queries, please call: 01799 533707