

**Job Title:** Health & Safety Officer

**Reports to:** Director of Finance

**Staff reporting to:** Fire Officer, DSE Assessor. Supported by Estates Administrator and PA to the VP/Director of Finance

**Job Purpose:** To ensure that the College achieves high standards of health & safety across its operations

**Key Responsibilities:**

1. Review the College Health & Safety Policy for approval by the relevant groups at least annually, ensuring that staff, students and members of the public are aware of its contents and their responsibilities.
2. Have oversight of safety management procedures to ensure that the College complies with legislative requirements and good practice.
3. Advise the Governors, SMT and other staff on health & safety issues, immediately escalating any item that poses an imminent risk of serious danger.
4. Respond to health & safety enquiries and complaints, making recommendations and ensuring an appropriate response.
5. Support the SMT in College emergency response, including pandemic, ensuring that relevant risk assessments and documents are updated and shared as appropriate e.g. Disaster Management Plan, College Closure document, Emergency Evacuation & Lockdown.
6. Write health & safety related College policies and procedures (and contribute on health & safety matters to other procedures), ensuring that they are kept up to date and shared as appropriate.
7. Liaise with the Estates Manager and team on the safe condition of the College buildings and sites, including ensuring that contractors work under the necessary controls.
8. Contribute to the College Risk Management Strategy on health & safety matters.
9. Provide information and reports to the SMT/governors, and to auditors and external bodies as required, including liaison with the health & safety link governor.
10. Promote a positive culture in relation to health & safety among staff, students and others, including delivering training in person, in liaison with the Staff Development Officer or through online programmes.
11. Ensure that all staff undertake mandatory health & safety training and that proper records are kept.
12. Receive accident and near miss reports, ensuring appropriate follow up and recording, including RIDDOR reporting if necessary, with the administrative support of the Estates Administrator; carry out investigations where appropriate.
13. Create, update and disseminate cross College risk assessments.
14. Ensure that managers create, maintain and disseminate appropriate risk assessments particular to their areas and activities, providing the necessary training to staff and students.
15. Ensure that managers are aware of all their responsibilities for health & safety.
16. Conduct health & safety inspections of areas across the College to a timetable as agreed with governors and SMT, reviewing paperwork and practice.
17. Through the College Nurse, ensuring that a sufficient team of retained first aiders is maintained and that they (and those for whom first aid training is part of their normal job) have current certification and specialist training where required.
18. Work with the Fire Officer and members of the Estates team to ensure good standards of fire risk assessment, equipment, training, drills, record keeping etc

19. Work with the DSE Assessor in the promotion of good practice in the use of DSE equipment.
20. Chair the Safety Committee, with the administrative support of the PA (VP & DoF) and liaise with representatives on safety matters.
21. Maintain up to date knowledge of health & safety legislation and good practice relevant to the College, including attending training and network meetings as required.
22. Prioritise the safeguarding of all students and participating in training on safeguarding matters
23. Contribute to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not
24. Any other duties as may reasonably be required

June 2022

**Post: Health & Safety Officer**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A level or equivalent</li> <li>• NEBOSH General Certificate or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety professional membership</li> </ul>	Application form /original certificates at interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working within a health &amp; safety role</li> <li>• Experience working in a large organisation with multiple buildings and varied activities</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an education environment</li> <li>• Supervisory experience</li> </ul>	Application form/ activity interview/references
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of relevant health &amp; safety legislation relevant to a college environment</li> <li>• Good IT and literacy skills</li> <li>• Ability to work unsupervised and on own initiative</li> <li>• Organisational skills</li> <li>• Strong communication skills and ability to form strong working relationships</li> <li>• Ability to stay calm under pressure</li> <li>• Commitment to ensuring equal opportunities for young people and safeguarding their welfare</li> </ul>		Application form / interview/references/a ctivity

**Terms & Conditions**

Part time (21 hours a week) and full year which is 0.5676 FTE. The exact working days/hours to be agreed.

Pay is on the Support Staff Scale in the range of points 35 – 40 which is currently £30,406 to £34,814 per annum full time equivalent, an actual annual salary of £17,258 to £19,760.

Between 27 and 31 days annual leave, plus bank holidays (depending on pay point and continuous service), pro rata to the number of days worked. Membership of the Local Government Pension Scheme.