**Health, Safety and Environment Officer**

**Service Area/Centre:** Facilities and Estates

**Hours:** 37 hours per week / 52 weeks per year

**Salary:** Business Support Staff Scale point 17 - 21

**Reference Number:** 6264

**Responsible to:** Health, Safety and Environment Manager

**Responsible for:** N/A

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**The Position**

This role is an opportunity for a proactive, hands-on individual to develop a Health, Safety and Environment (HSE) culture and promote safe working conditions. Championing practicable solutions to minimise risk exposure to those involved in College activities. Enhancing HSE awareness and applying knowledge to build a targeted HSE framework in accordance to recognised standards.

Promoting staff engagement to drive HSE standards and values across the college. Providing competent technical guidance through the appropriate tools and excellent communication to promote compliance, develop HSE reporting and opportunities for continuous improvement.

**Main Duties and Responsibilities**

1. Understand the requirements of the College HSE Policy and be familiar with all HSE standards that compliment relevant legislation, statutory regulations, procedures and best practice. Contribute to the development of College Health and Safety strategies, policies, procedures and guidance.
2. Work collaboratively as part of the wider team with a focus on customer needs through proactive practicable HSE solutions. Implementing and maintaining standards whilst guiding departments on specific HSE plans and procedures.
3. Proactively monitor Safe Systems of Work across the college to maintain safe conditions and activities. Recording identified hazards and correct work-related risks.
4. Support an integrated HSE Management System effectively and consistently throughout the College centres and services. Driving improvement and demonstrating effective, professional and competent support to all departments.
5. Actively participate in the completion of Risk Assessments and / or Job Safety Analysis (JSA) or equivalent, to applicable work areas, activities and / or equipment.
6. Carry out internal audit and inspection needs, identifying non-conformities and observations relevant to HSE legislation and / or college procedures, recommending appropriate corrective actions and opportunities.
7. Support management to review procedural and operational practices and provide input to enhance continual improvement. Monitor and review progress and provide feedback to HSE manager.
8. Monitor all plant and equipment records, ensuring the maintenance of equipment are certified. Carry out inspections at relevant intervals, ensure that the associated colour code system is established and records are maintained.
9. Monitor risk register and follow up with accountable stakeholders to close out agreed actions to minimise significant risk exposure.
10. Conduct and / or assist with incident investigation to produce appropriate lessons learned and documented reporting.
11. Analyse notification of incident occurrences, record findings and maintain tracker. Collating HSE performance and statistical information, advising the HSE manager of any potential reportable incidents under RIDDOR.
12. Maintain COSHH register and other high-risk exposure to protect staff and other persons.
13. Provide advice and guidance for all trips and visit requirements including practical safety and security advice to all high-risk activities.
14. Coordinate College first aid and fire marshal teams ensuring provision is maintained in all areas.
15. Provide comprehensive administrative support to the Health and Safety committee and other relevant groups, arranging meetings and producing minutes. Providing information and reports for the Executive, Governors and College health and safety group meetings as directed.
16. Ensure the Emergency Preparedness Procedure is understood by all staff and coordinate Incident Response Team capabilities and monitor emergency drills.
17. Carry out training needs analysis and develop HSE training material to meet the needs of staff. Deliver HSE training in accordance with the agreed training program, evaluating competence, post training and offering mentoring to departments as required. Coordinating with the Quality department to ensure records are maintained.
18. Coordinate with contractors, partners and suppliers on college HSE requirements
19. Familiar with security management, identifying vulnerabilities and awareness of Business Continuity Planning (BCP).
20. Support well-being and occupational health processes in liaison with the HR Team.
21. Administer occupational health surveillance processes.
22. To process HSE Department financial information and maintain records in accordance with College financial procedures. To submit purchase requisitions for products and services on behalf of the HSE Department and maintain efficient stock checks and equipment servicing.
23. Awareness of newly established sustainability initiatives that integrate into the HSE system. Collaborating with the Energy and Sustainability Officer on hazardous conditions and supporting environmental impact assessments.
24. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure
25. Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
26. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places students at the centre of what we do. Therefore all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance students’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
27. Any other duties commensurate with the post

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

Author: Health, Safety and Environment Manager

Date: February 2023