# HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

### Job Description

**POST** Health and Safety Adviser

(22.5 hours per week, 3 days/52 weeks per year)

**SALARY:** Support Scale Point 32 -34, FTE £33,018 - £34,853, actual £19,810 - £20,911 (0.6).

**FACULTY:** HR

**RESPONSIBLE TO:** Director of HR

**LOCATION:** Based at Hereford Campus with responsibility for Holme Lacy campus and Ludlow College.

#### Main Purpose of Job

To provide a comprehensive support service to Hereford, Holme Lacy and Ludlow College on all aspects of health and safety at work, to manage and ensure that a strategic approach to health and safety at work is adopted in line with the HSE’s guidance and to ensure compliance with current legislation.

## Main Duties

A flexible approach to the job is required as duties may be changed within the scope of the post.

* In conjunction with Managers, to review and develop, implement, promote and monitor policies, practices and procedures concerning health and safety at work.
* To review health and safety performance in the organisation and audit the complete health and safety management system on an ongoing basis.
* Monitoring faculty/departmental risk assessments and advising how risks could be reduced, and ensuring all risk assessments are complete and maintained.
* To research, design, deliver and market a range of health and safety courses (internally). To source appropriate on-line training and development materials and courses. To facilitate and/or deliver first aid training as required.
* To plan and prioritise short, medium and long term health and safety objectives, to develop and maintain a health and safety strategy and to plan and undertake regular internal audits.
* To timely inform the Board and College Management Team of health and safety legislation that may have a financial or operational impact on the College.
* To be a member of the College’s Health and Safety Committee and to provide administrative support in terms of meeting arrangements, agendas and minutes.
* To arrange and implement comprehensive evacuation and first aid procedures and practices including the recording, monitoring and reporting of accidents, incidents and near misses.
* To provide health and safety reports to the Board, Finance and Employment and College Management Team, as required.
* To provide the College’s Operation Management Team with regular updates on legislation and Health and Safety initiatives
* To maintain adequate health and safety legislation in the workplace setting.
* To interpret and apply relevant health and safety in the workplace setting.
* To assist Managers with the process and recording of risk assessment, identify hazards and risks and assess systems of work.
* To support the investigation of accidents, occupational diseases, near misses and important health and safety issues
* To liaise with Senior Managers, Maintenance staff and those purchasing goods and materials for the organisation or developing of new systems of work.
* To liaise with staff about all aspects of health and safety and to work in conjunction with the H&S Advisor responsible for the Northern campuses
* To advise the Director of HR of work activities which are in contravention of agreed workplace practices, regulations or legislation and to provide suggestions for solutions.
* To liaise with Managers regarding the statutory requirements and arrangements for relevant staff occupational health surveillance
* To keep fully up to date with health and safety best practice, legislation and be responsive to new initiatives.
* To be aware of, and abide by, College policies and procedures in relation to safeguarding, Prevent and equality and diversity.
* To participate in the College’s staff appraisal scheme.
* To be a qualified first aider.

#### PERSON SPECIFICATION

Competence in health and safety management including:

**Essential**

* Experience in a health and safety role

#### NEBOSH Diploma or NVQ4 Diploma or working towards

* Excellent communication and interpersonal skills at all levels
* Sound knowledge of health and safety legislation
* Capable of working on own initiative
* Capable of influencing Management and staff at all levels
* Comprehensive understanding of workplace hazards, including adverse effect on the human body, methods of workplace monitoring
* Awareness of sources of information
* Positive approach to problem solving
* Good administrative skills
* Excellent IT skills
* Full current driving licence
* Car user

**Desirable**

* Experience of Further Education
* Experience of the Training Sector
* Registered Safety Practitioner
* A qualified first aid trainer