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| **Job title:** | Assistant Health & Safety Officer |
| **Reports to:** | Health & Safety Officer |
| **Business area:** | Estates |
| **Responsibility for others:** | No |

**Purpose and context:**

To support the Health & Safety Manager and Deputy Health & Safety Manager in delivering a proactive, visible and customer-focused health and safety service across the Heart of Yorkshire Education Group.

To provide professional advice, monitoring, assurance and support activities that enable the Group to meet its statutory obligations and continually improve health and safety performance.

To engage proactively with Curriculum and Service Areas through regular site presence, audits, inspections and compliance monitoring, promoting ownership of health and safety responsibilities at all levels.

To support the identification, assessment and management of risk through effective auditing, monitoring, incident investigation, root cause analysis and continuous improvement activities.

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

**Duties and responsibilities:**

- Support the delivery of a structured programme of health and safety training throughout the academic year, identifying mandatory requirements, legislative changes and areas requiring additional support.
- Support the investigation of accidents, incidents, dangerous occurrences and near misses, identifying immediate, underlying and root causes, making recommendations and monitoring the implementation of corrective and preventative actions.
- Support the Group in meeting its statutory obligations relating to health, safety and welfare, including training, inspection and reporting requirements.
- Support the promotion, completion and review of risk assessments and the effective use of the Group's risk assessment software. Monitor compliance and work with Curriculum and Service Areas to implement improvements where required.
- Support the development of effective working relationships with Curriculum and Service Areas, providing advice, guidance and practical assistance to help ensure health and safety responsibilities are understood and effectively discharged.
- Maintain a visible health and safety presence across all Group sites through regular engagement visits, inspections, audits, walkabouts and drop-in sessions, promoting a positive health and safety culture and supporting staff and students.
- Support planned and reactive health and safety audits, inspections and compliance reviews across Curriculum and Service Areas to assess compliance with Group policies, procedures and statutory requirements.

- Support the monitoring and auditing of compliance with the Group's risk assessment procedures, ensuring risk assessments are suitable, sufficient, regularly reviewed and embedded into day-to-day operations.
- Support managers in identifying areas of non-compliance, implementing corrective and preventative actions and monitoring progress through to completion.
- Support and participate in joint health and safety inspections, audits and compliance reviews alongside Trade Union representatives and managers. Prepare reports, action plans and recommendations arising from findings.
- Support the development, implementation, review and communication of health and safety policies, procedures and guidance.
- Support the identification of training and competency requirements across Curriculum and Service Areas to ensure compliance with relevant legislation, Approved Codes of Practice and Health and Safety Executive guidance.
- Attend and contribute to College Health & Safety Meetings and Health & Safety Management Meetings, preparing reports, statistics and other relevant information as required.
- Undertake audits of external work placement providers to ensure compliance with Group procedures and health and safety requirements.
- Support the completion and review of fire risk assessments across all Group properties and monitor progress against identified actions.
- Support the planning and delivery of mandatory fire evacuation drills and assist with the implementation of any remedial actions identified.
- Undertake Display Screen Equipment (DSE) assessments and monitor the completion of recommended actions.
- Support the preparation of reports and performance data for Governors, Local College Boards and senior management.
- Promote health and safety awareness through staff and student communications, campaigns, briefings, inductions and engagement activities.
- Support the management of legionella compliance arrangements, including contractor monitoring, record keeping and liaison with Estates teams regarding remedial actions.
- Support the monitoring of statutory inspection, testing and servicing programmes relating to fire safety equipment, evacuation chairs, fall restraint systems and other health and safety-related assets.
- Support the maintenance, testing and review of the Group's Incident Management and Business Continuity arrangements.
- Deliver regular health and safety drop-in sessions across Group sites, providing practical advice and support to Curriculum and Service Areas.
- Support the maintenance of the Group's asbestos management arrangements, including the asbestos register and associated management procedures.
- Support the monitoring of contractor compliance with Group policies and procedures, reviewing health and safety documentation and supporting the permit-to-work process where applicable.
- Maintain accurate health and safety records, databases, statutory compliance documentation and performance information.
- Support the analysis of accident, incident and near miss data to identify trends, emerging risks and opportunities for continuous improvement and assist in preparing reports and recommendations.

- Support managers in undertaking local investigations and developing robust corrective action plans, ensuring lessons learned are communicated and shared across the Group where appropriate.
- Promote a positive reporting culture, encouraging staff and students to report hazards, unsafe behaviours, near misses and incidents, using findings to support organisational learning and continuous improvement.
- Maintain up-to-date knowledge of health and safety legislation, best practice, sector guidance and emerging risks and apply this knowledge in supporting the Group's health and safety objectives.

**Responsibilities of all employees:**

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

**Our Values:**

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

***Respect***
We clearly communicate with transparency and integrity and show kindness and passion for the things we do

***Inclusion***
We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

***Ambition***
We aspire for excellence, continually growing and looking for opportunities to innovate and develop

***Collaboration***
We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without

changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

| Person Specification: Assistant Health & Safety Officer | | |
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| **NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.** | **Criteria: Essential Desirable** | **Assessed: Application Interview Task References** |
| **Qualifications and Training:** | | |
| GCSE grade A*- C / 9 - 4 in English and Maths or equivalent (as a minimum) | Essential | Application |
| Safeguarding and Prevent Training (or to be completed within one month of appointment) | Essential | Interview |
| NEBOSH Fire Certificate | Desirable | Application |
| NEBOSH General Certificate | Essential | Application |
| **Relevant Experience:** | | |
| Experience of working to tight deadlines | Essential | Application, Interview |
| Experience of undertaking risk assessments | Essential | Application, Interview |
| Experience of working in education | Desirable | Application |
| Experience of delivering health and safety training | Essential | Application, Interview |
| Responding to (non) routine correspondence | Essential | Application, Interview |
| Proven experience of health and safety in the workplace | Essential | Application, Interview |
| **Skills and Knowledge:** | | |
| The ability to travel between sites for day to day duties, and in case of emergencies | Essential | Application, Interview |
| Excellent communication skills both verbal and written | Essential | Application, Interview, Task |
| The ability to multitask and to work to deadlines and prioritise workloads | Essential | Interview |
| High levels of accuracy | Essential | Application, Interview |
| Good analytical and report writing skills | Essential | Interview |
| The ability to form and maintain appropriate relationships and professional boundaries with all students | Essential | Interview, Task |

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| Ability to use Microsoft Office packages including Word, Excel, databases | Essential | Interview |
| Able to gather and interpret data to support problem solving | Essential | Interview |
| Able and confident to make decisions independently, if required | Essential | Interview |
| **Additional Factors:** | | |
| Works effectively as a member of a team | Essential | Interview |
| Is responsible and committed to achieving targets and deadlines | Essential | Interview |
| Provides a positive and professional, friendly service | Essential | Interview |
| Suggests ideas to improve service standards | Desirable | Interview |
| Willingly takes on new tasks/adopts new approaches as required appropriate to the job role | Essential | Interview |
| A commitment to the principles of Equality & Diversity | Essential | Interview |
| As the College Group is a multi-campus site, flexibility and willingness to work across all sites is required | Essential | Interview |

*Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.]*