## EDINBURGH COLLEGE

## JOB DESCRIPTION

### POST: HEALTH AND SAFETY ADVISOR

### 

### RESPONSIBLE TO: HEALTH AND SAFETY MANAGER

### PURPOSE OF POST: To assist the Health and Safety Manager with the implementation of the College’s Health and Safety policies and procedures, ensuring the College meets its obligations in complying with all relevant health and safety legislation and good practice, and assist in the progression towards achieving the College’s Health and Safety Operational Plan.

**JOB CONTEXT:** The post holder will work closely with the College Health and Safety Manager to ensure provision of an effective and efficient service. This will include involvement in the Health and Safety Committee and the Healthy Working Lives Committee.

### MAJOR TASKS/JOB ACTIVITIES

### Maintaining, Developing and Supporting Operations

* To assist in the development and implementation of all health and safety policies, procedures and guidance notes in line with legislative requirements and monitor their application throughout the College to ensure current compliance with legislation and contribute to a strategy of continuous improvement.
  + This includes effective communication of the College Policies, Procedures and Guidance Notes and liaising with the appropriate responsible person to address any non compliance.
  + The post holder will assist to provide competent and comprehensive advice and support to all Managers and staff throughout the College as necessary, assisting with the implementation of Safety Management Systems in all areas and striving to incorporate safety into day-to-day activities.
  + The post holder will be required to liaise closely with the College Health and Safety Manager to keep up to date with policies and procedural changes and to communicate issues.
  + To actively promote and develop a positive health and safety culture throughout the College.
* To ensure the co-ordination of Risk Assessments relevant to the Centres / Departments are completed and updated as required.
  + The post holder is to support the completion of risk assessments and to undertake a programme of monitoring and quality auditing and reviewing activities
  + The post holder will be expected to undertake individual risk assessments for staff as directed by the Health and Safety Manager. Data protection applies to individual information
  + The post holder will be expected to carry out personal emergency egress evacuation plans as required.
* To ensure the Department’s Safe Systems of Work (SSOW) are developed and implemented.
* To assist with the progression towards any recognised health and safety awards, specifications or standards.
  + The post holder will be required to liaise with external parties with regard to the arrangement of health initiatives, e.g. such as Healthy Working Lives.
* To provide reports for College Management on Health and Safety data
  + This will include the provision of both formal and informal reports to the Health and Safety Manager on the key performance indicators local to the Health and Safety team, e.g. active and monitoring inspections, incident and ill health statistics and trends, first aid and fire marshal provision, risk assessments and safe systems of work and the provision of health and safety signs and information. .
  + The post holder will assist in the design and delivery of health and safety related training and ensure competencies are maintained to meet operational requirements, legislation and best practice.
  + The post holder will assist in the implementation of Fire Safety procedures, First Aid provision and Manual Handling, to ensure the College procedures are well communicated and understood, are appropriate and comprehensive provisions are maintained
* To develop, co-ordinate and organise the joint College Health and Safety Team/Trade Unions health and safety inspection schedule and communicate the schedule to all necessary parties.
* The post holder will undertake incident investigations, ensuring all notifiable timescales. Recommended and action any preventative measures.
* To liaise with Student Services and Marketing for the health and safety of events within or organised by the College.
* To deputise for the College Health and Safety Manager when appropriate
* To be responsible for keep first aiders training up to date and the coordination of the first aid rota
* To ensure fire marshal/warden training is up todate and the incident teams procedures are up todate.
* Liaise with Janitorial and Facilities team with regards to supervision of contractors working on site (including review of Safe Working Method Statements, Risk Assessments, employee competency, testing of plant, tools and equipment).
* Liaise and meet regularly with the Janitorial and facilities team to monitor action on health and safety issues.

Training and Development

* Identify general and specific health and safety training needs and in conjunction with Organisation and Development team deliver effective training solutions.
* Deliver input to college induction courses, in-staff days and as required to meet the business need.
* Provide direction and ensure continuous professional development of fire wardens and first aiders.
* Undertake relevant training and skill development as required.

Systems Processes and Procedures

* Ensure timely and accurate recording of accidents/incidents on SHE system, and make appropriate recommendations in line with the outcome of data analysis.
* Ensure resilience in college first aid provision and availability.
* Ensure emergency evacuation procedures are tested and reviewed on a regular basis.
* Identity and implement improvements in procedures and processes to improve efficiency.

Student Placements

* Visit and assess new or existing high risk student placement providers.
* Keep records of findings.
* Report back to relevant centre/department regarding the suitability of the placement provider.

### Supervising and Developing People

* No formal line management of staff
* To work in partnership with other Centres/Departments staff in order to progress the development of Health and Safety skills and knowledge to promote the College Safety Culture .
* To support other staff in best Health and Safety practice and College policies and procedures
* To monitor the health and safety induction process of new staff/contractors /visitors to the College.
* To be responsible for your own personal and professional development.
  + This will include recording your personal development and the self-identification of learning and development needs to be discussed with your Line Manager

##### Provision, Analysis and Understanding of Information

* To provide relevant, accurate and timeous information to all customers as required.
  + “All customers” refers to the Health & Safety Committee, Health & Safety Teams, Health and Safety Manager, and Management Team as required. This will include any external RIDDOR reporting or associated investigative reporting, documentation and correspondence.

### To check that all Centres/Departments provide a copy of relevant documentation to the Health and Safety team.

* + This includes any training / maintenance records as well as Health and Safety induction compliance records, risk assessments and Safe Systems of Work.

### Communication / Internal & External Liaison

* To communicate with all internal staff levels (customers)
  + The post holder is expected to have external liaison requirements, such as contacts with Healthy Working Lives, External Occupational Health provider, IOSH, Lothian Reciprocal Group and other organisations relating to health and safety initiatives however would be expected to represent the College with any external visitors in the absence of the Health and Safety Manager.

### Problem Solving & Decision Making

* To provide policy and procedures advice and guidance to customers on a range of topics related to Health and Safety
  + It is essential that consistent and accurate advice is given in accordance with College procedures.
  + When College policy/procedure does not address an issue, the post holder will be expected to understand any Health and Safety legal requirements prior to making a local decision or whilst addressing any issues.
* To solve low level queries/problems for customers, including “trouble-shooting” on Health and Safety issues as they arise.
* To refer upwards to the Health and Safety Manager issues that are not covered by the College procedures or those with a wider impact

**Autonomy and Impact**

* To adopt a supportive role for overall Health and Safety standards within the College.
* To ensure relevant managers are contacted regarding any non compliance in their area. To achieve results and challenge unsafe working practices by using professional authority as necessary and escalated upwards as necessary.
* To demonstrate knowledge and experience to your customers and adopting a “can do” and practical approach to work.
* To work as part of professional team and ensure that a genuine team spirit is adopted at all times.

**General**

The above outline of major tasks and activities and areas of responsibility is not exhaustive. Post holders are expected to carry out activities within their ability/ experience and within the overall remit and spirit of the post.

The job description may be subject to change as the post evolves.

**RECRUITMENT & SELECTION - PERSON SPECIFICATION**

# POST TITLE: HEALTH & SAFETY OFFICER

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | * Standard Grade level of education, with at least 4 relevant Standard grades (Credit level)   (Or equivalent at SCQF level 5)   * NEBOSH Diploma or equivalent | * Occupational Health, Safety & Management Degree * NEBOSH fire Certificate * Environmental Certificate |
| **Experience** | * + Significant experience of ensuring procedures are followed in a busy operational environment.   + Experience of working within a team will be a distinct advantage.   + Experience with a wide variety of customers and delivering a highly customer focussed service.   + Experience (and understanding) of using H&S IT software is highly desirable | |
| **Knowledge** | * An excellent working knowledge of MS Word & Excel (or equivalent software) is essential * A basic knowledge of key H&S practices and legislation is essential * An understanding of the principles of Risk Assessment is essential | |
| **Skills** | * Sound communication skills on both a one to one and group level. * Effective ICT skills. (Mainly MS Office ) * Able to demonstrate “investigatory” techniques * Good numeric and literacy skills * Good work organising and prioritising skills * Customer service skills and people skills are essential * Good time management and prioritising skills | |
| **Special Circumstances** | * Concerned about quality of service * Gives attention to detail * Always goes out of his/her way to help * Mature, supportive and helpful attitude | |