

Post Title	Health & Safety Advisor
Location	Craven College, Skipton (Multi Site)
Rate of pay	Craven College Harmonised Pay Scale up to Point 9 £25,647 per annum (subject to qualifications and experience)
Hours	37 hours per week
Responsible to	Health & Safety Manager
Responsible for	All aspects relating to health, safety & welfare
Special Conditions	<p>Flexible hours required in line with the needs of the College to include call outs, weekends, evenings, and college holiday periods</p> <p>A full enhanced disclosure via the Disclosure and Barring Service will be required for this post</p> <p>Permanency subject to successful completion of apprenticeship qualification</p>
Closing Date	Sunday 22 September 2024
Post No.	B220

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources [HR@craven-college.ac.uk](mailto:HR@craven-college.ac.uk)

### MAIN JOB PURPOSE

To ensure the College is fully compliant with its duties arising from legislation, codes of practice, conditions of insurance, funding in all aspects of Health and Safety.

To act in an advisory role to the Vice Principal – Finance and Resources, “the competent person”

### KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

#### HEALTH AND SAFETY MANAGEMENT

- To monitor, and evaluate activities across the college, ensuring all policies and procedures related to health and safety are implemented and maintained to protect students, staff, and visitors.
- To keep the college and all key stakeholders informed of current legislation and regulatory and regulatory requirements, professional codes of practice and sector guidance.
- To assist the college in the development of its health and safety strategy, which includes responsibility for the development of policy, procedures, practices and key performance indicators and standards for the H&S function
- To maintain all statutory records and documents required by law and the college, including those required for internal and external audit purposes, and take follow-up action as required in accordance with the provisions of the General Data Protection Act 2018.
- To advise and support college staff, managers, and Safety Representatives in the promotion of health and safety conscious practices and in efforts to reduce accidents, incidents and near misses.
- Advise, support and where appropriate, undertake investigations, accidents, incidents and near misses which occur and to advice on procedures to prevent their recurrence. To report all accidents and incidents (as classified under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the relative authorities and senior management.
- Carry out ‘walkthroughs’ of College premises to check on the health and safety provision in conjunction with the Senior Management Team, take appropriate actions to ensure that issues raised through the ‘Housekeeping’ system are actioned.
- Plan and undertake active monitoring of the inspection and maintenance of curriculum work equipment, plant, machinery, and risk control methods, and report findings to the Health and Safety Committee.

- To assist and advise as appropriate risk assessments on staff, students, buildings, equipment, and procedures as appropriate, including VDU, pregnancy, disability, manual handling and COSHH
  - Investigate accidents and keep records of all near misses, accidents, and ill-health. Act as the 'competent person' for ensuring incidents are reported as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and that these incidents are notified to funding bodies, as appropriate.
  - On successful completion of fire safety training, ensure that Fire Risk Assessments are compliant with legislation, reviewed regularly, and any actions identified are carried out in a timely manner.
  - To be responsible for disposing of hazardous substances according to COSHH and monitoring COSS assessment and data sheets. To be responsible for a centralised COSHH register for the college.
  - To act as the First Aid Co-ordinator ensuring a full scheme of compliment of trained competent staff in all areas of the business. To facilitate and ensure first aiders' certification/training is always kept up to date.
  - Assist Curriculum and Support Function Managers with the induction of new staff members.
  - Assist all Managers with the identification and completion of Health and Safety training requirements for staff under their control.
  - You will be expected to be fully conversant with and implement the College's range of Equality and Diversity, Safeguarding and Prevent Policies and Procedures, to ensure the health, safety and welfare of all learners and staff;
  - To undertake any other duties commensurate with grade and status as may reasonably be requested.
-

### PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all the desirable requirements.

#### **ESSENTIAL REQUIREMENTS.**

- Degree or equivalent professional qualification in relevant subject area
  - A commitment to attain the NEBOSH General Certificate or equivalent
  - A commitment to attain the NEBOSH Diploma or equivalent
  - Previous experience of working within an educational establishment
  - Excellent knowledge of current health and safety practice and legislation, along with experience of writing reports, standards, and risk assessments.
  - Detailed knowledge of the Health & Safety legislation e.g., H&S at Work Act 1974, Working Time regulations
  - Demonstrable ability to undertake effective H&S risk assessments and auditing.
  - Demonstrable ability to interpret and convey legislative requirements accurately to managers, staff, and members of the public
  - Experience of working within an organisation with multiple buildings and various activities
  - Detailed knowledge of relevant health and safety legislation relevant to a college environment
  - Good IT and literacy skills
  - Ability to work unsupervised and on own initiative
  - Ability to stay calm under pressure
  - Good communication skills and ability to form strong working relationships
  - Commitment to ensuring equal opportunities and safeguarding young people's welfare.
-

**DESIRABLE REQUIREMENTS**

- Health and Safety professional membership
  - Experience of working in an Education/Further Education environment
  - Knowledge of the Construction (Design and Management) Regulations 2015
-