

## Job Description

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| <b>Post:</b>           | <b>Health, Safety &amp; Environmental Officer</b> |
| <b>Salary Grade:</b>   | <b>Band 3</b>                                     |
| <b>Responsible to:</b> | <b>Head of Estates &amp; Facilities</b>           |

Salford City College is currently carrying out Job Evaluation and therefore reserves the right to change the salary of this role as a result of the outcome. Any change to the salary may be higher or lower than the amount stated on the Job Description and other associated documents.

## Key Purpose:

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| <b>1</b> | <b>To provide effective co-ordination of Health and Safety Management of staff and college systems, in order to support the development and achievement of SCC Groups objectives.</b>   |
| <b>2</b> | <b>To ensure that Learners, Staff and Visitors work in an environment that is safe, attractive and fit for its purpose.</b>   |
| <b>3</b> | <b>To provide a sensible health and safety management approach that focuses on real risks following a reasonable and proportionate approach to health and safety management that promotes risk awareness rather than risk avoidance’.</b> |
| <b>4</b> | <b>To ensure continual improvement in the Groups Health, Safety and Environmental standards</b>   |

## Responsibilities:

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| <b>1</b> | To participate in key College processes as required.   |
| <b>2</b> | To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.                           |
| <b>3</b> | To work flexibly in the interests of the organisation as required.   |
| <b>4</b> | To participate in performance reviews and to undertake staff development activities as appropriate.  |
| <b>5</b> | To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with. |

**Duties and Responsibilities:**

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| <b>a.</b> | To undertake work of a complex and diverse nature, that requires a high level knowledge and skills in the specialist disciplines of Health Safety and the Environment.   |
| <b>b.</b> | To contribute towards the development of the Risk Assessment processes (which includes Health and Safety), documentation and guidelines and assist managers in undertaking quality and risk assessments in their areas of responsibility. This will also encompass specific areas of focus such as COSHH, VDU/workstation safety etc. In conjunction with the relevant managers, to monitor and evaluate risk assessment outcomes, identifying significant risks or trends and assisting in the preparation and implementation of action plans to eliminate or minimise risks and hazards to Health and Safety. In supporting faculty and departmental heads to review and update them and providing guidance and support to faculties and internal departments in the completion and review of assessments. |
| <b>c.</b> | To be responsible for; Fire Risk Assessments, ensuring that Fire Fighting appliances are placed around the premises in accordance with the Fire Risk Assessments recommendations and that controls are maintained regularly and appliances are not misused. Carry out fire drills and evacuations as required, ensure that records are maintained for all relevant incidents and the management actions are taken to prevent their recurrence.   |
| <b>d.</b> | To establish links and work collaboratively with all departments to ensure cohesive and integrated approach to providing a safe working environment throughout the college premises, working with managers and tutors in promoting the 'Safe Learner' concept across college.  |
| <b>e.</b> | To manage environmental issues such as; waste, safe disposal of hazardous substances, Environmental Health Inspections, etc.   |
| <b>f.</b> | To be proactive, in conjunction with Occupational Health (HRM), in raising awareness of the Health issues to all staff, and investigating occurrences as directed by Occupational Health Reports.  |
| <b>g.</b> | To identify areas of potential hazard and ensure that appropriate action is taken to report, minimize and/or remove potential to cause harm. To document in a high level 'risk register'.  |
| <b>h.</b> | To be responsible for carry out accident investigations on sites, liaising with the relevant managers, producing subsequent reports and recommendations and to keep records of incidents and accidents and producing statistics for managers.  |

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| i. | To Develop robust processes, policies and procedures, ensuring adherence to Health & Safety legislation and best practice across the college.   |
| j. | To Develop, implement and monitor the Colleges Health & Safety policies regarding fire, evacuation, IT, first aid, accidents (dangerous occurrences/incidents), office safety, public safety, and safety in public areas, security, health promotion, smoking, learners with disabilities and learning difficulties, medicines handling, external contracts, safety inspections, violence against staff and more. |
| k. | Full on site Contractor Control ensuring a safe working environment and meeting the full requirement of all relevant legislation.   |
| l. | To facilitate College First Aid provision.  |
| m. | Undertake Health, Safety and Environmental inspections to ensure safe working environments and operations for all College staff, learners and users.  |
| n. | Improve on-site waste management, promoting recycling and re-use capabilities.  |
| o. | To work together towards a shared vision of eradicating avoidable single-use plastics from catering, labs and stationary.   |
| p. | To be responsible for the design, delivery and implementation of Health and Safety training programmes as required by law and legislation.  |
| q. | To manage a workload subject to constant change of conflicting priorities and deadlines which arise due to the diverse nature of the operational area.  |
| r. | To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.   |

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

**Post holder to sign and date the job description:**

**Name of the post holder:**

**Line manager to sign and date the job description:**

Name of the line manager:

**Person Specification – Health Safety & Environmental Officer**

|                                 | <b><u>Essential</u></b>  | <b><u>Evidence</u></b>   | <b><u>Desirable</u></b>   | <b><u>Evidence</u></b>    |
|---------------------------------|--|--|---|---------------------------|
| <b>Qualification</b>            | 1 NEBOSH Diploma.<br><br>2 A Degree or equivalent in a technical or environmental subject.<br><br>3 Qualifications in Literacy and Numeracy.   | Application<br><br>Application<br><br>Application<br><br>Application   | a Environmental/Sustainability qualification  | Interview                 |
| <b>Professional Development</b> | 5 Evidence of ongoing professional development.<br><br>6 Health and Safety Management Professional Membership (CMIOSH).  | Application<br><br>Application   | b Attending or be willing to attend relevant Health Safety & Environmental / courses and seminars             | Application               |
| <b>Knowledge</b>                | 7 Five years proven experience in the Facilities/Health and Safety Management field.<br><br>8 Able to advise on and have an excellent understanding of H&S law/legislation.<br><br>9 Manual and computerised systems and procedures concerning recording and monitoring data.<br><br>10 Knowledge and understanding of the Educational Sector and current practices. | Application/<br>Interview<br><br>Application/<br>Interview<br><br>Application/<br>Interview<br><br>Application/<br>Interview | c Demonstrate experience in managing Health Safety & Wellbeing within a large multidisciplinary organisation. | Application/<br>Interview |

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| <b>Experience</b>            | <p>11 Safety Management systems i.e. standards are based on the 'plan – do – check – act' management process</p> <p>12 Conducting Health and Safety Inspections, and accident investigations.</p> <p>13 Experience of using a variety of software including Microsoft Office.</p> <p>Working in busy environment.</p> <p>14 Working with the general public</p> <p>15 Working within a team</p> <p>16</p> | <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> | <p>d Experience in setting up computerised systems</p> <p>e Experience of working in a College environment</p> <p>f Experienced in promoting and raising awareness, at all levels of an organisation, of the impact of current and emerging environmental issues</p> | <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> |
| <b>Skills/<br/>Qualities</b> | <p>17 Communication skills with emphasis on giving service and quality.</p> <p>18 Using own initiative</p> <p>19 An ability to work to deadlines and under pressure</p> <p>20 Ability to work within a team</p> <p>21 Flexible approach</p> <p>22 Good organisational skills.</p> <p>23 Attention to detail/accuracy</p>  | <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> <p>Application/<br/>Interview</p> | <p>g Good presentation / training skills</p> <p>h An outgoing approachable personality with a solution focused mindset</p>   | <p>Application/<br/>Interview</p>   |

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| <b>Other</b> | 24 | Commitment to College policies i.e. Health & Safety, Equal Opportunities, Inclusion, Quality Assurance and the College Charter.                                    | Application/<br>Interview  |  |  |
|              | 25 | Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults | Application /<br>Interview |  |  |
|              | 26 | DBS Check acceptable to college will be undertaken for successful applicant  | Appointment                |  |  |
|              | 27 | Appropriate dress and appearance<br>Current Driving licence and access to personal transport   | Interview                  |  |  |
|              | 28 |  | Interview                  |  |  |