



JOB DESCRIPTION

Job Title	Health & Safety Advisor (Part Time – 3 Days a Week)
Responsible to	Health, Safety, and Fire Manager
Department	Bursar
Purpose of job and primary objectives	<p>The Health and Safety Advisor will give advice, support and guidance on general health and safety matters relating to the Clifton College site, providing expert advice and developing, monitoring and ensuring the consistent implementation on robust safety standards.</p> <p>Clifton College is a 3-18 boarding and day school with approximately 1300 pupils across the Upper School and the Preparatory School (Pre). There are around 500 full and part-time staff with 25 staff and their families living on site.</p> <p>Clifton College is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment. The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below.</p> <p>Clifton College is committed to working together to achieve its aims and objectives. It is a community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors and trustees.</p>
Duties	<ul style="list-style-type: none"> • To work as directed by the Health, Safety and Fire Manager to develop and deliver College policy and procedure. • To advise on current and emerging legislation and best practice guidance relating to all aspects of health and safety. • To actively promote health and safety awareness throughout the school, developing strong working relations with all staff. • To work as directed by the Health, Safety, and Fire Manager to produce health and safety reports, policies, procedures and risk assessments. • To maintain the Accident & Incident database. • Investigate minor accidents and incidents, where necessary making reports under RIDDOR. • Bringing significant accidents and incidents to the immediate attention of the Health, Safety and Fire Manager, and investigating

	<p>as directed.</p> <ul style="list-style-type: none"> • To maintain the Area Custodian Map. • To maintain the Master Fire Action Plan. • To assist in all aspects of fire safety, as directed by the Health, Safety and Fire Manager. • Creating appropriate Fire Log Books for all areas, and ensuring these are periodically refreshed. • To assist in the development of risk assessments and safe systems of work. • To administrate and monitor the contractor approval process (including contractor sign off), and ensure relevant staff understand the approval process. • As directed by the Health, Safety and Fire Manager, administrate training records, and source appropriate external training providers. • To perform workplace inspections and produce reports of findings. • Coordinate Health & Safety Committee meetings, and take/distribute minutes. • To provide professional support to Area Custodians and Activity Leads who have particular health and safety responsibilities or issues in their areas of responsibility, and escalate significant concerns to the Health, Safety and Fire Manager. • To liaise with external agencies as required such as the Health and Safety Executive, Local Authority and Fire and Rescue Service. • To undertake any other reasonable duties commensurate with the post and as directed by the line manager. <p>It should be noted that the role does not include teaching pupils or working directly with pupils.</p> <p>Equal Opportunities Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.</p> <p>Safeguarding Maintain and up to date knowledge of Safeguarding legislation and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.</p> <p>Health and Safety Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.</p> <p>Professional Development Maintain and update your own knowledge and skills in line with legislation and the needs of the role.</p>
Supervisory and managerial	There is no line management responsibilities associated with this post.

responsibilities	
Knowledge required	<p><u>Essential:</u> NEBOSH National Certificate in Construction Health and Safety and/or NEBOSH National General Certificate in Occupational Health and Safety. Membership of the Institute of Occupational Safety and Health (Tech IOSH or Grad IOSH). NEBOSH Certificate in Fire Safety and Risk Management or equivalent (or be willing to undertake the coursework and become qualified).</p> <p><u>Desirable:</u> NEBOSH National Diploma in Occupational Health and Safety or NVQ level 4 in Health and Safety.</p> <p>Alternative/equivalent qualifications will be considered.</p>
Skills required	<p><u>Essential:</u> Significant experience working within a health and safety role. Knowledge of the applicable law and application in an education/construction context. Computer literate in MS office products (Word and Excel), and the ability to utilise external hardware including digital cameras (ECDL standard).</p> <p><u>Desirable:</u> 5+ years' experience of health and safety. Experience of law and its interpretation relating to education. Experience of dealing with regulatory authorities. Experience of the provision of health and safety training.</p>
Attitude and Personality	<p>Flexible, outgoing and constructive approach. Excellent communication skills (including written and presentation skills). Ability to contribute to discussion on complex issues and propose workable solutions. Resilient and robust approach to professional matters. High level of emotional intelligence. Good influencing and negotiating skills.</p>
Special working conditions	N/A

This job description is a brief and concise description of the above job.

Date: 10th September 2018

Prepared by: Carl McDonald, Health and Safety, Fire and Compliance Manager

Approved by: Frank Noble, Operations Director

I confirm I have read and agree to work in accordance with the job description outlined above.

Name of employee.....

Signature of employee..... Date