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| C:\Users\robesha\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\NPTCG-Coll-CMYK.JPG | JOB DESCRIPTION |

Job Title: Health and Safety Officer - Covid-19

Responsible to: Health, Safety and Environmental Manager

Job Purpose: To coordinate and administrate the College procedures for Covid-19, administer the procedures for Covid-19, contact tracing and reporting, reviewing Covid risk assessments and assist the Health, Safety and Environmental Manager.

Principal Responsibilities:

1. To be responsible for liaising with College staff to provide an effective and efficient response to positive Covid-19 cases amongst staff, students and visitors;
2. To act as the College’s single point of contact with Public Health Wales and Local Authority TTP personnel in relation to Covid-19;
3. To maintain an up-to-date knowledge and understanding of Welsh Government guidelines relating to the management of Covid-19 in educational settings;
4. To provide up-to-date advice and guidance to College staff, in relation to Covid -19;
5. To monitor the student Covid-19 reporting system and promptly deal with any students who have registered as testing positive for Covid-19;
6. To collate and process the College internal Covid-19 track and trace paperwork and deal appropriately with positive cases;
7. To ensure that all records related to positive Covid-19 cases are kept up to date;
8. To review departmental Covid-19 risk assessments in preparation for Health, Safety and Environmental Manager approval;
9. To play an active role in developing effective Covid-19 procedures across the College;
10. To build and maintain effective relationships with a wide range of College staff and external agencies;
11. To ensure that all Covid-19 related communications to staff and students are clear, accurate and in line with Welsh Government guidelines;
12. To maintain the register of positive Covid-19 cases across the College;
13. To work with the Health, Safety and Environmental Manager to ensure that all aspects of Covid-19 responses are in line with Welsh Government guidelines;
14. To support the Health, Safety and Environmental Manager in delivering Covid-19 related training to staff.

College Responsibilities:

1. To promote and ensure safe working practices in line with Health and Safety requirements;
2. To play an active role in quality;
3. To contribute to the overall aims/ethos of the College;
4. To adhere to all College policies and procedures;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To actively promote the equality of opportunity and Diversity agenda within the College;
8. To undertake professional development as required;
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the HR Director which may lead to revisions in light of the operational requirements of the College.