

Job Description: Health and Safety Co-Ordinator

Role Specific

1. Assist and support the Health and Safety Manager in the strategic and operational planning and delivery of the service.
2. To support the College's Health and Safety service. Providing technical assistance and co-ordination to help the College meet its requirements under current health and safety legislation, codes of practice/industry best practice.
3. Ensure compliance with specific recording and record keeping in relation to statutory and regulatory requirements
4. Support with the management and use of the College Health and Safety System, including maintenance of data, compliance and training.
5. Assist with the development, implementation, monitoring and auditing of health and safety procedures and policies across the College. Tracking any improvement action plans. Ensuring regular timely inspections and audits are undertaken.
6. Produce Health and Safety management reports for use across the College Group.
7. Support colleagues over a broad curriculum in the preparation and maintenance of Risk Assessments, identifying hazards and ensuring adequate control measures.
8. Pro-actively promote Health and Safety ensuring a positive safety culture across the College. Working across College to share and embed best practice.
9. Co-ordinate First Aid provision across the College Group ensuring adequate cover is maintained at all times.
10. Co-ordinate Fire Marshalls across the College Group ensuring adequate cover is maintained at all times.
11. Co-ordinate Health and Safety training across the College Group, working with external partners to deliver training where necessary.
12. When required conduct off-site assessments of workplaces or work areas being used for student visits and placements.
13. Undertake Display Screen Equipment (DSE) Assessments across the College, working alongside the end user to ensure full compliance with statutory requirements.
14. Keep up to date with new legislation and maintain a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the College Group.
15. Carry out Health and Safety Tool Box talks with key personnel working with identified high risk areas.
16. Respond to staff, student, parent and other stakeholder queries in a timely and professional manner.



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College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	Health and Safety Co-Ordinator
Qualifications and Attainments	Essential / Desirable
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	Essential
IoSH Managing Safely or a willingness to work towards	Desirable
Training, Experience and Knowledge	
Ability to manage multiple tasks and prioritise workload to ensure deadlines are achieved	Essential
Excellent written and communication skills	Essential
Proficient in the use of Microsoft Excel, Word, PowerPoint and Outlook	Essential
Experience of providing high levels of internal and/or external customer care	Essential
Personal Skills and Attitudes	
Excellent ICT Skills, ensuring attention to detail at all times.	Essential
Ability to respect confidentiality	Essential
Display an interest in or passion for keeping people health and safe in the workplace	Essential
Be a team player and have the ability to work autonomously	Essential
Possess excellent verbal and written communication skills	Essential
Have the ability to plan, implement, monitor and evaluate within tight deadlines	Essential
Display initiative, be positive and enthusiastic	Essential
Excellent organisational skills and ability to meet deadlines/targets	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	Essential