

## Health, Safety and Compliance Adviser Job Description

Job Title: Health Safety and Compliance Adviser  
Reporting to: Operations Director  
Hours of Work: Full time (37.5 hrs per week) or part time  
Salary: £35,000 - £40,000 FTE (depending on skills and experience)

### Overall Objectives

- To act as the College's Competent Person for health and safety as defined by the Management of Health and Safety at Work Regulations 1999.
- To ensure the College complies with current health and safety legislation and approved codes of practice and guidance.
- To advise, support and work with the Head Porter to ensure College meets its fire safety obligations under the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation.
- To work proactively with Heads of Departments to establish, monitor and maintain a system that promotes a culture of safe working practices across the College community of students, staff and Fellows.

### Main Responsibilities

- Monitor, evaluate and review Health and Safety policy and practice, make recommendations and implement new policies and procedures as required.
- Ensure the College's Health and Safety Policy is implemented consistently across all areas – keeping accurate records to demonstrate that all staff, Fellows and students have been made aware of the Policy.
- Advise and support the College's Fire Safety Officer (the Head Porter) and their deputy (the Deputy Head Porter) in maintaining up to date Fire Risk Assessments.
- Monitor the implementation of mitigation and control measures identified in the Fire Risk Assessment as required by relevant legislation.
- Lead the identification of fire and health and safety training needs for students, staff and fellows; to develop and co-ordinate training as required.
- Advise the College on the implications of current and emerging fire, health, safety and associated welfare legislation, including evaluating options, making recommendations and generating action plans to ensure compliance across the College.
- Support Heads of Department to implement and maintain safe systems of work, providing specialist advice and practical support, including, but not limited to:
  - Risk assessments;
  - Accident reporting; and
  - The Control of Substances Hazardous to Health (COSHH) in a consistent and effective manner.
- Audit and report on Health and Safety systems and procedures for compliance, identify and support with potential improvements where appropriate.
- Investigate, report on and record near misses, incidents, accidents and opportunities for improvement (including RIDDOR), recommending any changes that may be necessary to ensure that the College complies with health and safety regulations and recurrence is prevented. Where necessary, to ensure that accidents/incidents are reported to the Enforcing Authority.

- Support and advise students and Fellows on health and safety matters (including in relation to contractors) related to organising events that will take place on College property. Work with students and Fellows to ensure risk assessments are prepared and authorised as required.
- Be the Health and Safety adviser on organised student led events, ensuring relevant groups are aware of their responsibility to designate persons to take on the duties of safety planning and management in order to meet legislative requirements and to monitor events to make sure that students, guests, local residents and the public are not exposed to health and safety risks, whilst also protecting the College's reputation. Provide advice to the designated person as required.
- Prepare regular reports on compliance and activity for presentation to relevant College Committees and Working Groups (likely to be once or twice a term).
- Liaise with external bodies as required, such as local authority, fire services, environmental health and other Colleges. Compile records and make available for review as needed.
- Manage and maintain database for water hygiene compliance, ensuring flushing and checks are undertaken and reporting results to the Head of Buildings and Maintenance for any remedial measures to be implemented. Undertake periodic checks with the Head of Buildings and Maintenance to ensure remedial measures have been implemented in a timely manner.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the post holder and their line manager. The post holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

## Person Specification:

Criteria
<p><b>1. Experience and Core Competencies</b></p> <ul style="list-style-type: none"><li>• Proven track record in health and safety management - NEBOSH General Certificate qualified.</li><li>• Experience of Fire Safety management - NEBOSH Certificate in Fire Safety and Risk Management, or willingness to undertake training.</li><li>• Extensive knowledge of effective health and safety management strategies and best practice in a residential college environment - experience working in Higher Education and / or multi-occupancy environments</li><li>• Developing, implementing and auditing HS&amp;E Management systems.</li><li>• Policy writing and reviewing.</li><li>• Risk analysis and reduction.</li><li>• Root cause analysis and identification of preventative actions.</li><li>• Auditing.</li><li>• Assessing core health and safety requirements such as manual handling, display screen equipment use.</li><li>• Management of asbestos and water hygiene compliance.</li></ul>
<p><b>2. Skills and Ability</b></p> <ul style="list-style-type: none"><li>• Excellent written and interpersonal skills, including the ability to challenge constructively</li><li>• Effective team working and networking skills and the ability, using own initiative</li><li>• The ability to work independently - plan, prioritise and organise own workload</li><li>• Experience of working to tight deadlines.</li></ul>
<p><b>3. Personal Qualities</b></p> <ul style="list-style-type: none"><li>• A professional approach which generates credibility and confidence in others</li><li>• Confident and assertive with a self-motivated approach and flexible attitude</li><li>• Ability to cope with pressure and working in a complex environment with multiple stakeholders</li><li>• The flexibility to work outside normal hours to attend meetings /events on occasion, when required</li></ul>