

Job Purpose:	The HSE Officer is responsible for developing, implementing, and maintaining effective health, safety, and environmental policies to ensure compliance with relevant legislation and industry standards. The role involves conducting risk assessments, delivering safety training, investigating incidents, and promoting a strong safety culture across the organisation. The HSE Officer will monitor workplace practices, ensure adherence to safe systems of work, manage contractor safety, and support environmental sustainability initiatives. Strong communication, attention to detail, and a proactive approach to risk management are essential to successfully perform in this role.
Responsible to:	Director of Estates & Sustainability
Works closely with:	Estates Manager, Site Teams, Senior Leadership
Annual Salary:	Scale 6 of SFCA Support Staff Pay Spine (Points 16-18)
Hours of Work:	37 hours per week, Full year.
Annual Leave:	24 days per year, (29 after 5 Years' service), plus 8 bank holidays
Further Information:	The needs of the College may require change in the timing of the hours worked each day. Events and meetings are generally known well in advance and staffing is planned accordingly.
Pension Scheme:	Staff are enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out under transitional arrangements

Key Responsibilities:

1. Risk Assessment & Hazard Control

- Assist Director of Estates & Sustainability to Identify risks, assess implications, and recommend remedial actions.
- Evaluate risks using tools like Job Safety Analysis (JSA) and Workplace Activity Risk Assessment.
- Conduct risk assessments to comply with Safeguarding requirements.
- Support staff to conduct annual departmental and curriculum risk assessments.
- Undertake regular Health & Safety assessments across curriculum and specialist areas.
- Recommend corrective measures to eliminate or minimize risk
- Manage and update Risk Register

2. Compliance & Health and Safety

- Ensure full compliance with all statutory and regulatory requirements, including the Health and Safety at Work Act, fire safety regulations, and the safe management of asbestos, legionella, COSHH, and all other relevant health and safety legislation, ACOPs, and guidance.
- Maintain robust systems for risk assessments, audits, and statutory inspections.
- In support of the Director of Estates and Sustainability, act as the "Responsible Person" for Health and Safety compliance.
- Maintain documentation for audits and inspections.

- Coordinate with auditors and inspectors.
- Remain up to date with health & safety legislation, COSHH, and relevant case law.
- Be an active member of the Health and Safety Committee, as directed by College Principal.

3. Accident / Incident Investigation and Reporting

- Investigate workplace incidents and near-misses and report accordingly.
- Record and analyse incidents using root cause analysis.
- Maintain accident and incident logs.
- Assist in the management of RIDDOR reporting.
- Submit statistical reports to management and regulatory authorities.

4. Safety Training and Awareness

- Provide safety induction to new employees.
- Provide refresher and update training for existing staff.
- Manage the training matrix for all staff.
- Conduct regular safety drills and training (e.g., fire, emergency evacuation).
- Provide safety training for students as required.

5. Emergency Preparedness

- Advise and Support emergency evacuation planning.
- Assist in the management of PEEP's
 - For staff support the Human Resource Department.
 - For all relevant Students.
- Coordinate and lead emergency evacuation, invacuation and lock down drills as part of routine operational safety.
- Advise and Support Emergency Response Planning & Preparedness (ERPP) and lead on effective communication and training of such events.
- Be point of contact for Fire Service and maintain updated evacuation procedures.

6. Contract Management

- Support Estates Manager in the management of Contractors works including receiving and reviewing RAMS, Site Safety Plans, CDM, Certifications, Insurance, Safeguarding and Contractor inductions.
- Carry out spot checks on contractor works to ensure that safe working practices are employed.
- Support the Estates Manager in maintaining Building Management Compliance and feed into the GEMS strategy and Asset Management in accordance with DfE Estates Management Standards.
- Assist the Estates Manager in managing PPM compliance certifications.

7. Health and Safety Culture

- Promote a strong safety culture across the site.
- Ensure regular reviews, audits and monitoring is undertaken of Health and Safety Practices.
- Promote a safety-first culture through awareness campaigns.
- Actively engage and support staff to ensure positive safety messaging to students.

8. Sustainability & Environment

- Support the Estates Department in the compliance of Air Quality, Water Hygiene and Waste Management
- Support the Director of Estates and Sustainability in establishing and maintaining policies, procedures and controls as part of its Environmental Management framework.
- Promote sustainability and environmentally responsible initiatives.

9. Monitoring, Inspections & Reporting

- Conduct routine inspections across all work areas.
- Use KPIs and performance data to track safety improvements and trends.
- Prepare safety performance reports for internal and external stakeholders.

10. Regular Operational Responsibilities

- Carry out regular site walks to ensure buildings are safe, secure, clean and operational.
- Carry out regular safety and compliance checks for example fire extinguishers, safety signs, Life Ensuring regular testing of alarms and maintenance accurate records.
- Review Safety Systems of work are being followed.
- Assist the Estates Manager in identifying and resolving building issues that could present a risk to users.

General:

- To take part in the College's Professional Review and Development Scheme (PRD).
- To contribute to the college responsibility for safeguarding and promoting the welfare of young people.
- To attend College staff meetings and briefings and any other relevant planning meetings for events.
- To observe the College's commitment to equal opportunities.
- To undertake any other duties which are reasonably comparable to a post of this grade.
- A willingness to undertake further training as and when required.

PERSON SPECIFICATION		
SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION/ TRAINING	• A Levels or equivalent • Relevant Health and Safety training qualification such as NEBOSH or OSHA	
RELEVANT EXPERIENCE	• Minimum three years' experience in an Health and Safety Role • Experience of Health and Safety Management • Experience of administrative tasks • Experience in use of Microsoft Office applications including proficiency in Word, Excel and Outlook • Ability to identify problems and to develop and implement solutions • Strong knowledge of Health and Safety regulations • Experience of supervising staff – and supporting others to achieve excellent levels of performance •	• Working within an educational environment
SKILLS/ APTITUDES	• Confident and willing to lead by example, being hands on as required • Able to work without direct supervision undertaking a varied and demanding workload • Able to prioritise and plan workloads, often multi-tasking and working with complex changeable routines. • Excellent IT skills • Excellent communication skills - able to communicate effectively with staff, visitors and students • Able to liaise effectively with relevant auditors and specialists • Able to develop and implement ideas to improve Health and Safety in order to provide the best experience for the students and staff of the College • A calm disposition under pressure • Able to maintain a positive outlook • Good organisational skills	
OTHER REQUIREMENTS	• Interest in educational needs of students • A commitment to deliver excellent standards of service for young people • A good standard of general fitness is required due to the layout and design of buildings, which requires significant walking and climbing of stairs • Flexible approach to working hours • Keen eye for detail and commitment to promoting a pleasing and safe environment • Willingness to undergo an enhanced DBS check • A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people • Commitment to the College's ethos and values	

Last reviewed	June 2026
Reviewed by	Director Estates and Sustainability