

Health and Safety Officer

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:	SFCA Support Staff Pay Spine: Range Points 16-18 £33,232 – £35,396 pa, £19,759.57 - £21,046.27 pro rata pa
Hours of Work:	22 hours per week, Full year (not term time only), 3 full days per week, 8.30 am to 5.00pm – days to be agreed (Flexible arrangements considered)
Annual Leave:	24 days pa pro rata, (29 pro rata 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.
Closing Date:	Monday 17 th August, 12 noon
Interviews:	Early September

Purpose of the Post

Working closely with the Assistant Principal (Curriculum and Health & Safety) and, where relevant, the Director of Estates, the post holder will:

- Provide advice, support, and guidance on all aspects of Health & Safety within the organisation.
- Initiate and proactively carry out Health & Safety assessments to ensure risk across the site is minimised.
- Undertake operational Health & Safety duties to maintain compliance with legislation and industry standards.
- Design, implement, and update Health & Safety policies in line with national and international laws and industry standards.
- Promote a safety-first culture through continuous engagement and awareness initiatives.
- Assist in the development of Trust wide Health and Safety policy, projects and initiatives.

Main Duties and Responsibilities

1. Risk Assessment & Hazard Control

- Identify risks, assess implications, and recommend remedial actions.

- Undertake regular Health & Safety assessments across curriculum and specialist areas.
- Manage and ensure annual departmental risk assessments are undertaken and that proper documentation audits are in place.
- Conduct structured risk assessments using tools such as Job Safety Analysis (JSA), Safe Working Practices and Method Statements.
- Recommend corrective measures to eliminate or minimise hazards.
- Update and maintain organisational risk registers.
- Update and Maintain all COSHH and DSEAR assessments and registers in line with current safety standards.

2. Policy, Compliance & Legal Framework

- Remain up to date with health & safety legislation, COSHH, and relevant case law.
- Ensure the College meets statutory requirements and internal policy expectations. Monitor compliance in line with OSHA, ISO 45001, NEBOSH, and local regulatory frameworks in place.
- Maintain all compliance documentation for inspections and audits.
- Act as a H & S representative on the standing H & S committee.

3. Training, Induction & Awareness

- Contribute to the development and delivery of Health & Safety training and induction programmes.
- Manage and review online training systems.
- Organise specialist training such as manual handling and ladder safety.
- Manage and review the use of Smartlog or other online training programmes in line with the Trust Training Policy.
- Provide safety inductions for new employees.
- Conduct regular fire drills and emergency-preparedness exercises.
- Lead safety awareness campaigns and behavioural-safety initiatives.

4. Incident Investigation & Reporting

- Manage accident reporting processes (including RIDDOR)
- Maintain accident and incident logs.
- Investigate incidents and near-misses, perform root-cause analysis, and implement corrective actions.
- Prepare internal and statutory reports for senior management and regulatory bodies.

5. Emergency Preparedness

- Advise and Support emergency evacuation planning, including the preparation of personal evacuation plans in conjunction with Learning Support Department.
- Liaise with the Fire Brigade and maintain updated evacuation procedures.
- Coordinate and lead emergency 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.

6. Environmental Protection & Sustainability

- Monitor air, water, and waste management practices.
- Advise and support the Trust in establishing and maintaining policies, procedures and controls as part of its Environmental Management framework.
- Promote sustainability and environmentally responsible initiatives.

7. 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.

8. Daily Operational Responsibilities

- Inspect worksites for unsafe conditions.
- Check and verify correct Safe Working Practices are in place to comply with Safe Systems of work, Risk Assessments and Method Statements.
- Hold toolbox talks.
- Check fire extinguishers and signage.

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 a 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, diversity, and safeguarding and promoting the welfare of young people • Commitment to the College's ethos and values	