



Job Description – Health and Safety Coordinator

Reports to Facilities Manager

Responsible to Bursar

Job Purpose

- To assist with Health & Safety Compliance on an operational level for the College.
- Responsible for providing advice and practical support to interpret current legislation and standards.
- Support the College in ensuring standards are achieved and maintained and provide assurance that Health and Safety compliance is in accordance with all relevant Statutory and ISI guidelines.

Key Responsibilities

- General risk assessment
 - To ensure that hazards are identified throughout the college and that suitable risk assessments are produced to enable the appropriate control measures to be identified.
 - To review risk assessments as required on an annual basis ensuring they remain valid.
 - To ensure the risk assessment policy is implemented throughout the College.
- Health and Safety Committee
 - To provide reports and advice to the health and safety committee.
 - To take the minutes of health and safety meetings and ensure they are circulated in a timely manner and that actions are recorded
- Fire Safety Management
 - Act as Secondary College Fire Officer, and fulfil the duties of the College Fire Officer in their absence.
 - Ensure an effective fire response system is achieved through continual review and training
 - In conjunction with the Facilities Manager maintain an effective Fire Safety Management System.

Health and Safety

- Policy
 - To review policies as directed to ensure they comply with current legislation on an annual basis.
- General risk assessment
 - To ensure that hazards are identified throughout the college and that suitable risk assessments are produced to enable the appropriate control measures to be identified.

- To review risk assessments on an annual basis ensuring they remain valid.
 - Work with managers to produce appropriate risk assessments.
 - To ensure accurate records are maintained, available and to ensure risks are managed appropriately.
- Site health and safety inspections
 - To inspect all areas of the college at specified intervals, producing action lists
- Substances
 - To maintain the hazardous substance register ensuring that risks associated with hazardous substances are managed
- Manual handling
 - To ensure that manual handling tasks are the subject of suitable risk assessments
 - To identify, coordinate and organise training requirements where required.
- Accidents
 - Log all accidents which occur in the College
 - To investigate accidents and near misses
 - Produce weekly reports detailing accidents
 - Make initial report to RIDDOR when required
 - Advise staff on when reporting to RIDDOR is required
 - To provide statistical analysis of accident/incident numbers, types and trends
- Training
 - Deliver Fire, Health and Safety training to staff
 - Assist with the Fire, Health and Safety training strategy.

Compliance

- Ensure that there are adequate processes in place to identify and achieve statutory compliance in accordance with the requirements of relevant Health and Safety legislation within the College.
- Ensure that adequate computerised or other records of systems are managed and maintained to facilitate effective oversight of Compliance.
- Conduct reviews of monitoring controls, to ensure that Regulatory / Statutory risks are identified and reflected within the monitoring of reports and college meetings.
- To ensure all Compliance information is kept up to date through regular reviews
- Provide assurance of adherence to legislation and codes of practice across the College.

ISI Compliance

- Working with the Facilities Manager and Bursar to ensure compliance with the Independents Schools Standards Regulations, with particular regard to Welfare, H&S and Premises.

Ad Hoc

Assist the Facilities Manager to ensure compliance relating to buildings and Health & Safety including:

- Undertaking building checks of log books
- Reminders sent when compliancy checks are due or haven't been completed
- Recording of compliancy on database

Training

The post-holder may, from time to time, be required to undergo training relevant to the responsibilities above or related functions. Such training may be residential. The cost of this training, and reasonable expenses (which must be approved in advance by the Bursar and fully supported by vouchers/receipts) will be borne by the College.

Personal Competencies and Qualities

Essential

- NEBOSH or IOSH qualification
- Proven health and safety experience
- Strong administration and customer service skills
- Able to find solutions to problems faced
- Can do attitude
- Be willing to assist with a variety of different tasks and adapt to change
- Excellent planning, organisational and time management skills;
- Strong communication skills, both verbal and written
- Able to produce clear and concise communications to staff at all levels
- Able to prioritise tasks
- Attention to detail
- Self motivated
- Good working knowledge of all MS packages
- Knowledge of College works system (training will be given)

Qualifications

- NEBOSH or IOSH Certificate in Safety and Health for Business Level 3 Certificate

Desirable

- Previous experience within an educational environment
- Previous experience or qualifications in fire safety
- Experience with managing asbestos awareness
- Delivery of Fire, Health and Safety Training

Remuneration, Benefit & Terms

- **Salary** to be reviewed annually (September).
- **Working hours** 8.30 am - 5pm Monday-Friday, with an hour unpaid lunch break. Given the nature of the role, there may be occasions when it may be necessary to work beyond these hours, which may include weekends. TOIL will be given for additional hours worked as agreed with the Facilities Manager.
- **Holiday entitlement** 20 working days per year plus Bank Holidays.
- **Pension** The College operate an Auto Enrolment Pension Scheme and offer Contributory membership of the College's Stakeholder Pension Scheme.
- **DIS** A Death in Service benefit is available to staff after a qualifying period.
- **Expenses** Actual, budgeted, normal business expenses incurred will be reimbursed. Mileage costs will be reimbursed at official College rate

Working for St Lawrence College

The Health and Safety Coordinator will be required to:

- Comply with the College's Child Protection & Safeguarding Policy at all times.
- Promote and safeguard the welfare of children and young persons they come into contact with.
- Immediately report concerns to the College's Designated Child Protection Officer.
- Treat all sensitive information relating to students, fellow employees and the business of the College as confidential.
- Behave appropriately and professionally at all times with students, parents, peers and staff.
- Support the College's policies on Equal Opportunities.
- Uphold their personal responsibilities relating to Health, Safety, and the Environment.
- Follow all other College policies and procedures as appropriate and relevant to their post, as detailed in the College Non-teaching Staff Handbook.