
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Health & Safety Officer
Department:	SLT Executive Support
Responsible to:	Senior Executive Support & Compliance Manager
Hours:	Full time, 37 hours per week, all year round
Salary:	£35,700 – £39,074 [YC 9.1 - YC9.3] depending on experience
Date of Issue:	October 2026

1. Job Purpose

The Health and Safety Officer leads the development, and continuous improvement of the College's health and safety arrangements. The role ensures legal compliance, provides specialist advice and promotes a positive culture of safe working for staff, students, visitors and contractors.

Working collaboratively across the College, the postholder will coordinate systems, audits, training, reporting and risk management activity to embed effective practice and support operational and strategic objectives. The postholder will be approachable, organised and able to communicate confidently with colleagues, contractors and senior leaders.

Reporting to the Senior Executive Support & Compliance Manager, the postholder will act as the College's lead operational health and safety adviser. They will support departments to meet relevant legislation, regulations and recognised good practice, while promoting equality, diversity and fundamental British Values in all aspects of the role.

2. Key Roles & Accountabilities

- **Health and safety management and compliance**

- a. Maintain and continually improve the College's health and safety management system.
- b. Monitor changes to legislation and recognised good practice, assess their impact and coordinate implementation across the College.
- c. Review and develop health and safety policies, procedures and guidance.
- d. Provide competent health and safety advice to managers and staff, escalating significant risks where necessary to.
- e. Maintain the College's health and safety SharePoint pages and central compliance records.
- f. Act as the College's principal point of contact for the Health and Safety Executive, Fire and Rescue Service and other relevant regulatory authorities, coordinating

responses and inspections in consultation with senior management and specialist advisers.

- **Risk assessment, audit and assurance**

- a. Coordinate cross-College audits undertaken by the Health and Safety Consultant, track resulting actions and report progress and risk levels to senior management.
- b. Coordinate regular workplace inspections and health and safety walkabouts with relevant staff.
- c. Support departments to prepare suitable and sufficient risk assessments, and maintain oversight of the central risk assessment framework and evidence.
- d. Maintain a central COSHH record and identify other compliance records that should be managed centrally.
- e. Coordinate the College's display screen equipment (DSE) arrangements, including completing or supporting DSE assessments, providing advice on suitable adjustments and safe working practices, maintaining appropriate records, and monitoring completion of identified actions. Liaising with Hr if Occupational Health assessments are required

- **Incident management and reporting**

- a. Manage the accident, incident and near-miss reporting system, ensuring reports are triaged, investigated and closed appropriately.
- b. Lead or support accident and incident investigations and communicate findings and actions to relevant managers.
- c. Assess reportable incidents and submit RIDDOR notifications to the Health and Safety Executive where required.
- d. Prepare monthly health and safety information and statistics, and produce the annual health and safety report with the Health and Safety Consultant.
- e. Attend the College Health and Safety Committee and report on performance, compliance, audit actions, significant risks and recommendations.

- **Fire, asbestos and first aid**

- a. Act as the nominated Asbestos Coordinator, maintaining the asbestos register and management plan, coordinating professional surveys and ensuring relevant staff and contractors receive information and training.
- b. Coordinate fire safety arrangements, including actions arising from fire risk assessments, servicing and inspection of fire safety systems and equipment, and liaison with specialist advisers.
- c. Act as Lead Fire Marshal during evacuations and help ensure adequate cover for emergency roles.
- d. Monitor the adequacy of the College's first aid provision and ensure it meets legal and operational requirements.
- e. Undertake appropriate training and act as a College First Aider.

- **Contractor and site safety**

- a. Carry out regular site inspections to ensure site safety.
- b. Work with Facilities colleagues to ensure contractor and internal work arrangements are in place before work starts, including risk assessments, method statements, permits and controls for hot or controlled work.

- c. Work with Facilities colleagues to monitor contractor health, safety and safeguarding compliance while on site.
 - d. Support the safe commissioning and operational readiness of new or refurbished buildings, working with Facilities colleagues, contractors and specialist advisers to ensure health and safety requirements, risk assessments, fire and emergency arrangements, statutory inspections, staff inductions and compliance documentation are in place before occupation.
 - e. Liaise with the Estates and Facilities Team to monitor and obtain assurance that all required work equipment inspections, legionella controls and statutory site testing are completed within the required timescales, with any gaps or significant risks escalated appropriately.
- **Training, engagement and continuous improvement**
 - a. Coordinate the College's health and safety training programme, working with the CPD Committee to identify needs, develop and deliver training, and manage activity within agreed budgets (i.e. Essential Health & Safety, Manual Handling etc.)
 - b. Provide health, safety and environmental induction information to staff, including asbestos awareness and the College Code of Conduct where relevant.
 - c. Coordinate and support the network of Health and Safety Coordinators, promoting consistent standards and good practice across the College.
 - d. Support College development initiatives and contribute to continuous improvement within departments.
 - e. Promote the College's sustainability agenda and participate in the Sustainability Committee.
 - f. Support the rotational apprentice by providing appropriate supervision, guidance, workload direction and development support.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification
Post: Health and Safety Officer

	Essential	Desirable
Qualifications & Experience	• At least 3 years recent and relevant experience in a similar role, with a minimum of IOSH Managing Safely; • COSHH Trained or working towards; • DSE Assessor trained; • Provision of advice to managers/supervisors; • Experience of formulating, implementing and revising H&S recommendations.	• NEBOSH (General Certificate) qualified or working towards NEBOSH certificate accreditation. NEBOSH Environmental Certificate; • NEBOSH Diploma; • Member of Institute of Occupational Safety & Health (IOSH); • Accredited training experience; • Handling of H&S investigations; • First aid at work or willing to work towards.
Special Skills/Aptitudes	• Highly organised with excellent planning, organisational and time management skills • Good at record keeping; • Good communicator; • Confidential in all matters; • Professional approach, coupled with strong interpersonal skills; • Excellent verbal, written communication and presentation skills; • Strong IT skills;	• Gathering, analysing and reporting on key H&S data/statistics; • Working knowledge of Microsoft packages.
Personal Attributes	• Flexible and co-operative at all times; • An assertive but calm demeanour; • Self-motivated • Good time keeping and attendance record • Ability to work on own initiative; • Ability to work in, and adapt to a rapidly changing environment; • Ability to work co-operatively with others to complete tasks and implement process improvements	

Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional – Innovative and enterprising. • Team YC – Doing amazing things.	
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Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf