

Health, Safety, Environment and Sustainability Advisor

Job Description

JOB PURPOSE

To provide high level support to the Head of Health, Safety, Environment and Sustainability in promoting a positive health, safety, environmental and sustainability culture across OHC&AT. Ensure compliance with health and safety regulations, maintain proficient systems and foster a safe learning environment for students, staff and visitors.

FUNCTIONAL LINKS

The post holder will liaise with various internal and external stakeholders to maintain a safe and compliant environment, offering a high standard of service to OHC&AT.

REPORTING RELATIONSHIPS

The Health, Safety, Environment and Sustainability Advisor will report directly to the Head of Health, Safety, Environment and Sustainability, being responsible for taking on additional tasks in their absence.

MAIN DUTIES AND RESPONSIBILITIES

1. Strategy and Management:

- Assist in the development and implementation of the health, safety and environmental strategy.
- Provide competent, professional advice on health, safety and environmental management across all areas of OHC&AT.

2. Risk Management and Reporting:

- Maintain and monitor the risk register to ensure high levels of compliance, proactively identifying and highlighting emerging risks for inclusion
- Support the Head of Health, Safety, Environment and Sustainability in developing and maintaining a health and safety compliance register.
- Developing and implementing a program of RAG-rated learning walks, to assess the safety of all settings across the organisation. Aligned with the compliance register and incident records, this program will assess risks and identify improvement opportunities making appropriate recommendations and developing action plans.

- Ensure the timely production of statistics and reports for assurance and governance purposes, providing these to the Head of Health, Safety, Environment, and Sustainability monthly.

3. Training and Culture:

- Develop, maintain and monitor the health and safety training matrix.
- Complete training needs analysis, developing and delivering health and safety training programs to meet identified gaps in training across the organisation.
- Source and engage with third-party training providers to ensure high-quality, cost-effective training solutions.
- Work with staff, students, and visitors to promote a proactive health and safety culture.

4. Risk Assessment:

- Support the Head of Health, Safety, Environment and Sustainability in ensuring the provision of suitable and sufficient risk assessments across all settings.
- Develop, maintain, monitor and index central risk assessments.
- Provide support to schools and colleges to carry out risk assessments, ensuring they are uploaded centrally.
- Check the implementation of risk assessment control measures to ensure implementation and effectiveness.
- Develop and implement improvement plans where required.

5. Governance and Oversight:

- Ensure regular Health and Safety Committee meetings are scheduled.
 - Take responsibility for overseeing the Terms of Reference (TOR), ensuring they are up-to-date and adhered to.
 - Produce and distribute the agenda for the Health and Safety Committee, ensuring all topics are relevant and align with current health and safety priorities.
 - Attend and actively engage in the Health and Safety Committee meetings providing a high-level report from health and safety learning walks and audits.
 - Develop and implement action plans based on Health and Safety Committee meetings, ensuring all actions are tracked, executed and reviewed for effectiveness.
 - Produce a report providing health & safety recommendations for ESLT.
 - Deputise at the Committee in the absence of the Head of Health, Safety, Environment and Sustainability.

6. Collaboration and Compliance:

- Develop and maintain effective stakeholder relationships internally and externally.
- Liaise closely with external agencies, including the HSE and health and safety consultants, to maintain compliance and uphold high standards of safety.
- Collaborate with Estates and Facilities teams to ensure compliance with CDM Regulations, fire safety standards, and other statutory requirements.

7. Support and Coordination:

- To provide efficient support as required to the Head of Health, Safety & Environment to ensure the H&S Team operates effectively and maintains compliance.
- Assist in developing and implementing health, safety, and environmental management systems, including policies, processes and safe systems of work.

8. Sustainability Support:

- Support the Head of Health, Safety, Environment and Sustainability in leading sustainability efforts across OHC&AT.
- Assist in monitoring performance and delivering positive progress on sustainability objectives.

9. System Monitoring and Liaison:

- Monitor H&S systems, maintaining communication with all OHC&AT teams.
- Assist with the monitoring of KPIs for the health and safety function.
- Report any concerns with the Health & Safety software system or any identified requirement for additions and system changes, to the Head of Health, Safety, Environment and Sustainability.
- Input and import data onto the online health & safety system as necessary.

GENERAL RESPONSIBILITIES

1. To maintain information in a confidential manner, adhering to GDPR.
2. To regularly discuss with the Head of Health, Safety, Environment and Sustainability the H&S Support Officer, current priorities in order to support the efficient and smooth administration of the team
3. To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
4. To actively promote equality and diversity, recognize and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.

5. Make regular use of training, development and self-assessment processes to improve the quality of work.
6. To recognise own strengths and areas of expertise and use these to advise and support others.
7. To establish constructive relationships and communication with colleagues and other agencies/professionals.
8. To treat all users of the College and Academies with courtesy and consideration.
9. To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.

REQUIREMENTS

1. NEBOSH General Certificate in Occupational Health and Safety or equivalent qualification.
2. Proven experience in a health and safety role, preferably in an educational or similar environment.
3. Strong knowledge of health and safety legislation, risk assessment processes and incident investigation techniques.
4. Excellent communication and interpersonal skills with the ability to engage and influence stakeholders at all levels.
5. Ability to manage multiple priorities and work effectively under pressure.