

Health, Safety, Environment & Sustainability Coordinator

Job Description

JOB PURPOSE

To support the health and safety team in delivering efficient and compliant services, ensuring smooth operations and fostering a culture of safety and sustainability within OHC&AT.

FUNCTIONAL LINKS

The post holder will liaise with a variety of 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 Coordinator will report directly to the Head of Health, Safety, Environment and Sustainability.

MAIN DUTIES & RESPONSIBILITIES

1. Operational Support:

- Streamline operations and enhance the health and safety team's efficiency, ensuring compliance with legal standards.
- Oversee task allocation, workload management and timeline adherence.
- Monitor and improve service delivery standards to ensure consistent quality.

2. System Management and Administration:

- Administer OHC&AT health and safety software systems, liaising with system providers to meet service level agreements (SLAs) and organisational requirements
- Manage system users, consult with system providers for updates and ensure data accuracy.
- Input and import necessary data into the system, ensuring all information is up to date.
- Support with monitoring and maintaining the current risk register.
- Ensure completed actions are closed out on the system.

- Manage and monitor upload of risk and COSHH assessments to the system.
- Organise and maintain both electronic and paper-based records for health and safety activities.
- Raise purchase orders as required, adhering to OHC&AT financial regulations.
- Attend Health and Safety Committee meetings, take minutes and maintain accurate records.

3. Risk Management and Reporting:

- Oversee and manage the external audit program, ensuring timely scheduling and delivery. Track and monitor audit actions ensuring they are followed through to completion.
- Process incident reports, ensure actions are completed promptly.
- Monitor RIDDOR reporting and liaise with the HSE as required within strict deadlines. Keep the Head of Health, Safety, Environment and Sustainability informed at all times.
- Escalate incidents to the Head of Health, Safety, Environment and Sustainability when further incident investigation is required to maintain compliance and legal standards.
- Develop and maintain a yearly program for Fire Risk Assessments across all settings, ensuring all actions are followed through to completion.
- Support the Health, Safety, Environment and Sustainability Advisor in scheduling and conducting RAG-rated learning walks to assess risks and identify improvement opportunities.

4. Training and Culture:

- Assist the Health, Safety, Environment and Sustainability Advisor in maintaining and monitoring health and safety training programs, including sourcing, scheduling and coordinating third-party training providers.
- Work with staff, students and visitors to promote a proactive health and safety culture.

5. Governance and Oversight:

- Use system data to generate and produce high-level reports and statistics for the Head of Health, Safety, Environment and Sustainability on a monthly basis.
- Ensure all governance frameworks are followed to maintain compliance with internal policies and external regulations.

6. Collaboration and Compliance:

- Develop and maintain effective stakeholder relationships with internal and external stakeholders.
- Coordinate with external consultants to arrange health and safety audits and ensure effective outcomes.
- Maintain the current Educational Visits Coordinators (EVC) register and arrange regular training sessions.
- Assist in the development and implementation of preferred supplier agreements for health and safety operational functions.

7. Stakeholder Communication

- Act as a point of contact for internal and external stakeholders, ensuring clear and effective communication.
- Provide guidance and support on health and safety related issues, fostering a culture of safety and compliance across the organisation.

8. Sustainability Support:

- Support the Health, Safety, Environment and Sustainability Advisor in monitoring performance and delivering positive progress on sustainability objectives.

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 and the Health, Safety, Environment and Sustainability Coordinator 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 an equivalent qualification is preferred, or a willingness to study towards obtaining it.
2. Proven experience in a health and safety role, preferably in an educational or similar environment.
3. Knowledge of health and safety legislation, risk assessment processes and incident investigation techniques.
4. Proficient in using systems and software, including a strong working knowledge of Excel.
5. Good communication and interpersonal skills with the ability to engage with stakeholders at all levels.