

Job Description

Post	Health and Safety Officer
Department	Facilities
Responsible to	Principal / Senior Leadership Team (SLT)
Responsible for	Competent Health & Safety Advisory, Compliance Auditing & Risk Frameworks
Hours	Part-Time, 22.2 Hours per week (0.6 FTE / 3 Days per week)
Working closely with	Facilities Team and appropriate bodies and all college personnel

Key Purpose

To act as the College's legally designated Competent Person under Regulation 7 of the Management of Health and Safety at Work Regulations. The postholder will provide strategic, technical, and regulatory advice to the Principal, Governors, and Senior Leadership Team, while developing and maintaining the College's overall Health & Safety Management System.

The role focuses on policy development, active auditing, compliance oversight, high-risk case management, and investigation, working collaboratively with the Facilities/Estates team, HR, and departmental leads who manage routine day-to-day physical controls and administration.

MAIN DUTIES AND RESPONSIBILITIES

Statutory Competence, Policy & Governance	
1	Act as the College's designated Competent Health and Safety Person.
2	Interpret statutory legislation (including the Health and Safety at Work etc. Act) to ensure College policies, procedures, and annual H&S plans are fit for purpose, regularly reviewed, and appropriately approved.
3	Prepare and present comprehensive termly H&S reports for the Senior Leadership Team (SLT), Board of Governors, and relevant committees, detailing audit outcomes, enforcement updates, performance KPIs, and accident trends.
4	Lead and coordinate the termly Health & Safety Committee, ensuring union and staff H&S representatives are active, engaged members.
Auditing, Inspection & Compliance Oversight	
1	Plan and execute an active monitoring, inspection, and auditing program across all College activities and spaces.
2	Conduct structured termly audits of higher-risk curriculum environments (e.g., Science laboratories, Design Technology workshops, Art studios, and Drama spaces).
3	Audit operational compliance logs maintained by the Facilities team, including fire safety records, emergency lighting, call-point tests, Legionella water temperatures, and flushing schedules.
4	Conduct sampling audits on departmental risk assessments, training records, maintenance logs, and low-to-medium risk educational trips.
5	Review physical audit findings with the Facilities Manager to ensure all necessary remedial works are added to the Estates maintenance schedule.
Incident Investigation & Centralised Reporting	
1	Manage a centralised, consistent approach to accident, incident, and near-miss reporting across the College.
2	Lead investigations into major accidents, severe incidents, or dangerous occurrences, ensuring timely submission of RIDDOR reports to the HSE as required.
3	Evaluate injury trends and near-miss data monthly to recommend corrective controls and prevent reoccurrence.

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Fire Safety & Emergency Preparedness	
1	Review and maintain the College's central Fire Risk Assessment (FRA) and fire evacuation procedures, monitoring completion of FRA recommendations.
2	Plan and undertake college-wide fire drills, evaluating response times and procedures.
3	Deliver training for Evacuation Coordinators, Fire Sweepers, and Evac-Chair Operatives.
4	Annually review fire safety signage and emergency routing across the campus.
High-Risk Management & Student Welfare	
1	Coordinate and oversee complex Personal Emergency Evacuation Plans (PEEPs) for students and staff with mobility or medical needs, conducting annual compliance reviews of all active plans.
2	Assess ongoing first aid requirements across the College, reviewing risk assessments and training coverage.
3	Provide specialist H&S review and approval for complex, higher-risk, or overseas educational visits and trips, ensuring risk mitigation measures are fully established.
4	Develop and maintain the College's Permit to Work (PTW) system for high-risk contractor activities, providing training to Facilities staff on PTW controls.
Ergonomics, Stress & Advisory Support	
1	Conduct physical workplace ergonomic/DSE assessments when flagged for individuals returning from long-term sickness, experiencing discomfort, or referred by Occupational Health.
2	Provide technical advice and guidance on maternity risk assessments for staff in higher-risk environments (e.g., lab technicians, practical subject teachers).
3	Analyse data from the biennial HSE Workplace Stress Survey, producing strategic summary reports for SLT and advising on complex individual cases alongside HR.
Training & Induction Frameworks	
1	Maintain and monitor the central College Health & Safety Training Matrix.
2	Produce third-party induction standards and materials for visitors, contractors, and students, auditing that inductions are conducted correctly across departments.
3	Deliver core staff H&S induction modules and statutory safety briefings as required.
General Responsibilities (including Personnel & Relationships)	
1	To support, promote and safeguard the welfare of children, young people and vulnerable adults you come into contact with.
2	To adhere to all College policies, including Health and Safety, Equal Opportunities, Data Protection/GDPR, and Safeguarding.
3	To participate in appraisal (performance management) and undertaking professional/staff development activities as appropriate.
4	Working effectively with appropriate colleagues and services within the college.
Other	
To undertake such other duties appropriate to the grade and post as may reasonably be required by the Principal or SLT.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: