All Souls College
University of Oxford

Health & Safety Advisor
Job Description

Grade and Salary:	**Grade 6 (£36,360 – £46,082) pro rata**
Hours of work:	Part-time (2-3 days a week)
Responsible to:	**Facilities Director**

Overview

All Souls College has recently undertaken a Health & Safety review of its management systems and put in place a number of compliant policies, processes, and procedures.

We are seeking an experienced and proactive Health and Safety Advisor to join the College community on a part-time basis. Working closely with Heads of Department, staff and Fellows, you will play a key role in promoting a safe and healthy work environment across all aspects of College life.

This is an exciting opportunity for a knowledgeable professional to support our commitment to excellence in Health and Safety, while enjoying the flexibility of a part-time role. The ideal candidate will be NEBOSH Qualified and have a proven record of working in Health & Safety, specialising in educational settings.

The Health & Safety Advisor will be primarily responsible for overseeing and coordinating Health and Safety across All Souls College and for promoting a culture of continual improvements. The Health and Safety Advisor will act as the College's competent person for Health and Safety as defined by the Management of Health & Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974.

Key Responsibilities

- Manage, review, and update the college's Health & Safety Management Systems in line with current legislation and college requirements.
- Ensure that all Heads of Department maintain accurate documentation for all compliance checks ensuring a clear audit trail.
- Provide advice and guidance on all aspects of health, safety, and welfare.
- Ensure workplaces and work practices are safe and comply with legislation.
- Advise on the implementation of risk assessments and safety methods, supporting staff to conduct risk assessments. Ensure that appropriate and comprehensive risk assessments are prepared.

- Support Heads of Department in writing up and reviewing risk assessments, prioritising remedial actions, and monitoring their implementation to minimise risk to employees, visitors, and assets.
- Attend and produce reports for termly Health and Safety Meetings,
- Record and investigate incidents and accidents, ensuring that any lessons learned are captured and communicated to help prevent further occurrences.
- Oversee the preparation of Personal Emergency Evacuation plans (PEEPS) for events, College operations, and access requirements.
- In conjunction with Head Lodge Porter who acts as the College's Fire Officer, develop and maintain a fire strategy, including evacuation plans, processes and procedures for the College site and external accommodation, ensuring the College meets its obligation under the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation.
- Maintain, review, and revise First Aid arrangements, organising appropriate training, as necessary.
- Assist Heads of Department with the identification of health and safety training needs.
- Organising and facilitating workshops, briefing sessions and e-learning programs to ensure continuous improvement and promotion of a safety culture.
- Maintain and keep up to date a working knowledge of health and safety legislation.
- Advise on and ensure compliance with all health & safety matters, including fire regulations, COSHH, RIDDOR etc.
- Liaise with external agencies, such as Health & Safety consultants, fire safety officers and regulatory bodies when required.

The above list is not exhaustive, and the Health and Safety Advisor will be expected to carry out such other duties as the College may from time-to-time request, commensurate with the grade and responsibilities of the post. The duties may vary from time to time without changing the core nature of the post.

Person Specification

<u>Essential Skills & Knowledge</u>

- NEBOSH Certificate in Occupational Health and Safety, Level 3 as a minimum.
- Professional IOSH Membership.
- Organisational, planning and risk assessment skills, with the ability to work independently and unsupervised.
- Ability to undertake effective and thorough risk assessment accident investigations and inspections. Preparation and formation of appropriate reports and action plan.
- Good knowledge of current Health & Safety legislation and its application.

- Ability to work with a diverse range of people in a confident and professional manner.
- Ability to advise and influence Heads of Department in appropriately manging their health and safety risks.
- Good communication skills with a high standard of verbal and written English.
- Appropriate level of MS Office.

Desirable Skills and Knowledge

- NEBOSH Diploma
- Experience working within higher education or college environment.

Terms & Conditions

Salary	**Grade 6 (£36,360 - £46,082) pro rata**
Hours	Part-time (2-3 days a week) Between 9am and 5pm – or as agreed with the Facilities Director.
Holidays	You will receive a paid holiday entitlement of 20 days (or the equivalent of four working weeks) plus bank holidays **pro rata** In addition, you are entitled to holiday during the College closed period at Christmas/New Year and at Easter.
Pension	You will be enrolled automatically in the Universities Superannuation Scheme (USS).
Probationary period	Four-month probationary period.
Meals	A free lunch when working over the lunch period and the College Kitchen is open.
Benefits	Private medical insurance once probation period is completed.