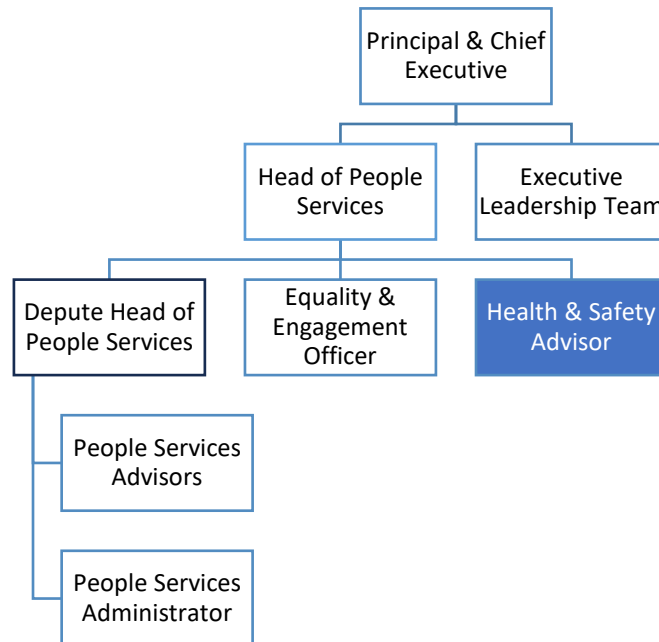


## JOB DESCRIPTION

**Job Title:** Health & Safety Advisor

**Line Managed By:** Head of People Services

**Organisation Chart:**



<b>Job Purpose &amp; Objectives</b>	<p>The Health &amp; Safety Advisor provides expert guidance to ensure a safe learning and working environment for all College stakeholders, ensuring a robust Health &amp; Safety Management System is in place. This role focuses on policy development, risk assessment, training, and incident investigation, ensuring full compliance with health &amp; safety regulations.</p> <p>This role is responsible for the development, review and adherence of policies and procedures to ensure a safe and compliant working and learning environment, to investigate and report accidents, and provide guidance to leaders on how to comply with Health &amp; Safety law.</p> <p>To provide competent and professional health, safety and occasional environmental advice and services in line with business needs. The role will actively promote a positive and innovative safety culture.</p> <p>To deliver high standards of Health, Safety and Environmental competence to facilitate legal compliance and best practice on all matters relating to Health, Safety and Environment.</p>
<b>Key Tasks</b>	<p>Strategic Collaboration: A strategic partner to College and departmental leaders, providing tailored Health &amp; Safety advice and solutions that align with their objectives while supporting College strategy.</p> <p>Policy Development: Develop, implement, and maintain health &amp; safety policies and procedures, ensuring alignment with HSE standards. Develop and implement policies and procedures relating to fire safety,</p>

	<p>first aid, and mental health first aid, ensuring alignment with legal standards and organisational goals.</p> <p>Professional Engagement: Engage with external bodies, such as the Health and Safety Executive (HSE), and other Enforcing authorities, as required.</p> <p>Risk Assessment: Conduct regular and thorough risk assessments, identifying potential hazards and recommending preventive measures.</p> <p>Incident Management: Investigate incidents and accidents, analyse causes, and recommend improvements to reduce future risks.</p> <p>Reporting: Prepare insightful health and safety reports for the Health &amp; Safety Committee, HR Committee, and Board of Management, highlighting key metrics, incidents, and strategic recommendations.</p> <p>Health &amp; Safety Committee Management: Lead and manage the Health &amp; Safety Committee, including scheduling meetings, setting agendas, preparing documentation, and ensuring effective follow-up on actions.</p> <p>Training: Design and deliver health &amp; safety training for staff and students, ensuring awareness of best practices.</p> <p>Audit and Compliance: Conduct regular audits to verify compliance with health &amp; safety standards, preparing reports and recommendations. Ensure compliance of all health, safety and environmental matters, including providing advice and training on risk assessments, COSHH, accident investigation, first aid, fire safety and all other matters relating to health, safety and environmental matters.</p> <p>Advisory: Serve as an advisor on health &amp; safety matters, providing guidance to staff and supporting risk mitigation efforts.</p> <p>Emergency Preparedness: Develop and test emergency response plans, including fire evacuation drills and other, related procedures.</p> <p>Fire Safety Management: Oversee fire safety arrangements, ensuring compliance with legal requirements and best practices, including the maintenance of fire safety equipment and regular fire risk assessments.</p> <p>Fire Wardens: Coordinate the recruitment, training, and ongoing support of fire wardens, ensuring they are equipped to perform their roles effectively during emergencies.</p> <p>First Aid Provision: Manage the College's first aid arrangements, including maintaining an adequate number of trained first aiders and ensuring first aid kits are fully stocked and accessible.</p> <p>Mental Health First Aid: Promote mental health awareness by coordinating mental health first aid training for staff, ensuring adequate coverage across the college.</p> <p>Emergency Evacuations: Plan and conduct regular fire drills and other emergency evacuation exercises, documenting results and identifying areas for improvement.</p> <p>Record-Keeping: Maintain up-to-date records for fire safety inspections, first aid certifications, and mental health first aid training.</p>
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	<p>Awareness Campaigns: Deliver campaigns to raise awareness of fire safety protocols, the importance of first aid, and mental health resources available to staff and students.</p> <p>Incident Analysis: Investigate fire safety incidents and first aid-related occurrences, providing reports and recommendations to reduce future risks.</p> <p>Incident Reporting and Trends: Compile and analyse data on workplace incidents, near misses, and safety inspections, providing insights and recommendations to the relevant committees and College leadership.</p> <p>Collaboration with Stakeholders: Work closely with Facilities and external agencies to ensure a safe and compliant campus environment. Ensure proactive engagement with employees and their representatives, including Trade Unions, in health, safety and environmental matters, as appropriate.</p> <p>Health Campaigns: Organise health and wellness campaigns, such as first aid awareness or stress management workshops.</p> <p>Organisational Stress Risk Assessment: Develop, implement, and regularly review the college's organisational stress risk assessment, identifying key stressors within the workplace. Create and monitor action plans based on stress risk assessment findings, ensuring interventions are implemented to address identified risks.</p> <p>Sector Reporting: Maintain up-to-date knowledge of Health &amp; Safety Executive (HSE) guidance and report college performance against these standards, and other related sector reporting requirements of the College.</p>
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## **Corporate Statements and Values**

### **Vision**

To be Scotland's leading College: delivering excellence.

### **Mission**

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

### **Values and culture**

#### **We are:**

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*

Date Updated: November 2024