

JOB DESCRIPTION

Job Title: Health and Safety Assistant

Department: Health, Safety and Compliance

Reports to: Health, Safety and Data Protection Manager

Purpose of role: To assist the Health, Safety and Data Protection Manager in providing professional and accurate health and safety advice throughout all departments of college and assist in ensuring compliance through audit.

KEY ACCOUNTABILITIES:

1. Providing advice, assistance and guidance on all general health and safety areas.
2. To audit and highlight areas for improvement in compliance in all departments of College. Propose suggestions for improvement and practical solutions.
3. Undertake accident, incident and near miss investigations and ensure high level follow up in accordance with the College policy and the RIDDOR regulations.
4. To administrate and monitor the training matrix for College compliance training (health and safety training.) Deliver some safety based training packages face to face, via Zoom/teams or other means.
5. To undertake or assist others with generic risk assessments, manual handling assessments, DSE assessments, COSHH assessments and other specialist areas such as COVID.
6. To assist with the provisions of first aid such as stocking first aid supplies, ensuing training is up to date and checking the AEDs once a month.
7. Attending and taking notes at the Health and Safety and Data Protection committees to be submitted to College Council.

PERSON SPECIFICATION

Experience and Knowledge

- A clear understanding of health and safety with a track record of health and safety experience
- Experience of undertaking risk assessments within a variety of environments
- Experience of undertake accident, incident and near miss investigations and following these up
- Experience of delivering safety based training packages

Skills and Personal Attributes

- Excellent oral and written communication skills to engage the community in health and safety issues
- Ability to interpreting legislation and guidance and being able to present this in a practical and workable format is essential
- Meticulous eye for detail
- Strong time management and organisational skills

Qualifications

- NEBOSH qualification essential
- Degree level qualification in related field is desirable

EMPLOYMENT DETAILS

Salary:	£30,787 pa (for full time working)
Hours:	Full or part-time (part time 3 days per week 21.75 hours)
Holiday:	25 working days plus 8 public holidays (pro rata for part time staff)
Probationary period:	6 months.
Meals:	Free lunch provided for staff who are on site and whose duties cover this period.
Pension scheme:	<p>A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.</p> <p>5% staff contribution and 10% College contribution. Contributions can increase up to 8% with 16% College contribution.</p>
Private Health Care:	The College provides private health and dental insurance for self and family. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £2,000.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
Childcare:	Access to a workplace nursery, subject to places being available.