Job Description for – Health & Safety and Fire Officer

LINE MANAGER(S) – Buildings Manager

PURPOSE

The College Health & Safety and Fire Officer is responsible for both:

Health & Safety

Support the College in ensuring that it is compliant with current H&S legislation. Maintaining the accident and near miss recording database, investigating reported events, sharing information relating to changes in legislation and best practice. Submit RIDDOR events as required.

In collaboration with Line Managers ensure that task and COSHH risk assessments are completed, current, suitable, and sufficient for each department. Monitor the SEVRON risk assessment database. Liaise with and advise heads of department as required.

Fire Safety

Ensure that the college is compliant with current fire legislation, advising on fire safety requirements, co-ordinating and monitoring the colleges schedule of fire risk assessments and ensuring that all relevant fire training is complete.

PRINCIPAL RESPONSIBILITIES

Providing professional Health & Safety and Fire advice and support across the College as follows:

Health & Safety

1. Compile Risk Assessments as and when required by the college.
2. Accident and near-miss reporting.
   - Ensuring that all departments report accidents promptly, accurately and in line with current legislation and are compliant with the provisions of RIDDOR.
   - Maintain a central record, as required by legislation, of accidents and near misses and monitoring as necessary. Investigate all events, working to the HSE guidance ‘Why-why?’.
   - Liaise with Heads of Departments, Buildings Manager, Bursar and Head Porter to ensure that appropriate remedial action is taken by the Head of Department responsible, and that hazards are communicated promptly to staff and students as necessary.
3. Sharing of information
EMMANUEL COLLEGE

- Advising and supporting Head of Departments regarding their completion of risk assessments.
- Collate information to support Heads of Departments in the completion of their risk assessments.
- Review entries made by Heads of Department on the SEVRON database and prompt future assessments as they become due.
- Monitoring and updating College policies in relation to health & safety issues.

4. Review RAMS by contractors and visitors to the college.
5. Hazardous substances – maintain current safety data sheets and COSHH risk assessments for all substances held across the college. Ensure information is shared with staff, and information is available for audit if required.
6. Training Records – in liaison with HR, ensure i-hasco training is provided on specific workplace hazards, and staff training remains current and relevant to the role.
7. Deliver manual handling training to new college employees.
8. Collate and deliver statistics from the accident / near miss database to the H&S committee every 6 months.

Fire Safety

1. To keep up to date with current legislation, best practice, fire service procedures and inform college staff and students as required.
2. To undertake Fire Risk assessments across the College portfolio and report findings and concerns to the Buildings Manager and Bursar.
3. Highlight remedial actions to meet compliance and give realistic timescales for completion.
4. Complete fire emergency plans for all college buildings.
5. Maintain all relevant documents, schedules, and administration. Ensure all such documents are current and accessible for audit.
6. In liaison with the Porters Lodge ensure that the mandatory weekly fire checks on all college properties are completed in a timely manner and records are available for inspection by enforcing authorities as required.
7. Liaise with the college fire alarm engineers and seek remedial work for faults or repairs as required. Explore, discuss, and organize improvements and updates to the fire alarm and detection system as required.
8. Arrange routine small repairs to the fire alarm systems as required.
9. Ensure all alarm activations are investigated and recorded on NIMBUS and to provide a report as necessary to the Health and Safety Committee.
10. Deliver annual training to the Porters Lodge on extinguisher use, evacuation mats, weekly fire alarm testing, and the various building interfaces linked to the alarm system.
11. Inspect, test, and record the status of the college fire extinguishers every 12 months.
12. To attend any major incidents which may require the personal input of the Fire, Health & Safety compliance officer.
13. Coordinate the annual fire evacuation drills and training for student fire wardens.
14. Assist with fire related queries, provide advice to students, and submit a fire risk assessment and emergency plan for the May Ball/June event.
15. Providing training College Fire Marshalls as required
16. Deliver fire awareness training to new college employees.
17. Report to the Heads of Department meeting on a fortnightly basis.
EMMANUEL COLLEGE

ADDITIONAL DUTIES

a. Observe and adhere to all College Policies at all times.
b. Any other duties and responsibilities which are compatible with the post of Health & Safety and Fire Officer which may from time to time be required.

PERSON SPECIFICATION

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>NEBOSH in Occupational Health &amp; Safety (or equivalent) and NEBOSH General Certificate in Fire Safety &amp; Risk Assessment (or equivalent)</td>
<td>Good general level of education Member of a Chartered Institute</td>
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<td>Experience</td>
<td>Experience of Fire safety within a similar environment.</td>
<td>Experience of health &amp; safety in a similar role</td>
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<td>Knowledge</td>
<td>Comprehensive, working knowledge &amp; understanding of Fire Safety and Health &amp; Safety legislation.</td>
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<td>Technical skills</td>
<td>Excellent IT skills including MS Office.</td>
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<td>Communication Skills</td>
<td>Excellent command of English, both written and orally. Ability to communicate at all levels.</td>
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<td>Personal attributes</td>
<td>Excellent problem solver along with the ability to work in collaboration with others. Ability to work using own initiative. Ability to work as both part of a team and independently using own initiative. Attention to detail. A professional and calm approach to work along with the ability to remain calm under pressure.</td>
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