

JOB DESCRIPTION

1. **JOB DETAILS**

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| Job Title: | Health & Safety Advisor |
| Reports to: | Head of Estates |
| Hours: | 8am – 4pm with 1-hour unpaid break. Monday – Friday, 35 hours per week. |
| Location: | Frognal, Hampstead, London, NW3 6XH |
| Contract: | 1-year fixed term |

1. **JOB PURPOSE**

The Health & Safety Advisor will be primarily responsible for overseeing and coordinating Health & Safety across the UCS Foundation and for promoting a culture of continual improvements. This person will also be responsible for managing budgets.

1. **KEY RESPONSIBILITIES**

* Maintain and develop health and safety policies and procedures to ensure compliance with relevant laws and best practices.
* Provide advice and guidance on all aspects of health, safety, and welfare.
* Ensure workplaces and working practices are safe and comply with legislation.
* To advise on the implementation of risk assessments and safe methods of operation, supporting staff to conduct risk assessments. Ensure that appropriate and comprehensive risk assessments are prepared.
* To monitor the safety of departments and premises by co-ordinating regular checks and audits of the buildings and work practices, preparing reports, and making recommendations for improvement as necessary.
* Carry out health and safety workplace inspections and audits within all areas of UCS Foundation and prioritise action to be taken to resolve any outstanding issues.
* Provide advice, guidance, and assistance to all managers in the implementation of policies and systems in order to ensure the achievement of required standards and working practices.
* Support the managers and Heads of Departments in writing up and reviewing risk assessments, prioritising remedial actions, and monitoring their implementation to minimise risk to employees, visitors, and assets.
* Provide reports and recommendations of corrective actions and monitor their implementation to ensure compliance with procedures and safe working practices.
* Ensure that the Foundation’s Health and Safety Management System is continually developed and kept up to date.
* Attend and produce reports for health and safety committee meetings.
* Record and investigate incidents and accidents, make RIDDOR reports to the HSE where necessary, and produce useful reports to help guide improvements.
* In collaboration with the HR Department and line managers, ensure that all staff members, including new joiners, have access to, and understand, the Foundation’s health & safety policies and procedures, and that all mandatory Health and Safety training is completed.
* Maintain and keep up to date a working knowledge of all health and safety legislation.
* Advise on, and ensure compliance with, all health and safety matters, including fire regulations, the management and safe disposal of hazardous substances, safeguarding machinery, noise mitigation, RIDDOR, etc.
* The Health and Safety Advisor will act and take responsibility as the Fire Officer for the Foundation, including management of fire drills and recommending improvements as required.
* Be a qualified First Aider or be willing to acquire a First Aid qualification.
* Any other duties as reasonably requested by the Head of Estates.

1. **PERSON SPECIFICATION**

* NEBOSH Certificate in Occupational Health and Safety as a minimum.
* NEBOSH Diploma in Occupational Health and Safety is desirable. (or working towards).
* Professional IOSH membership.
* Organisational, planning, and risk management skills, with the ability to work independently and unsupervised.
* Ability to undertake effective and thorough risk assessments, accident investigations, inspections, and audits. Preparation and formulation of appropriate reports and action plans.
* Good knowledge of current Health and Safety legislation and its application.
* Ability to work with a diverse range of people in a confident and professional manner.
* Good communication skills with a high standard of verbal and written English.
* Appropriate level of Microsoft Word, Outlook, and Excel.
* UCS is committed to the welfare and safeguarding of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS). This is a requirement as the position is within a school working with children under 18 years of age.

1. **TERMS**

Salary £40,000 - £50,000 depending upon experience.

In addition, the role offers:

* 40 days’ holiday per year (including bank holidays and seven shut down days covering Easter and Christmas)
* Private health and dental care; the school operates a BUPA scheme, which staff are entitled to join at their own cost
* Membership of the School’s defined contribution pension scheme with Royal London. The Foundation offers generous employer pension contributions.
* School fee discount
* Death in service benefit
* Employee assistance programme through Health Assured
* Complimentary use of UCS Active during school hours and heavily subsidised membership for use outside of these hours and during the school holidays
* Free lunch provided throughout the year and breakfast during term time
* Membership of the Cycle to Work scheme
* Staff loans, subject to assessment of eligibility and terms