

JOB DESCRIPTION

Job Title:	Health & Safety Adviser
Grade:	5
Responsible to:	Head of Health and Safety

Job Purpose:

The post-holder will be employed by Falmouth Exeter Plus (FX Plus) and work with management, staff and students across Falmouth University, University of Exeter and FX Plus.

The post holder will be required to plan, implement, monitor and review protective and preventative safety measures as part of the advisory role to ensure FX Plus and its partner organisations attains full compliance with H&S policies and UK legislation. They will make an essential contribution to staff and students at Penryn and Falmouth Campuses by providing the necessary knowledge and skills in order to promote a positive health and safety culture in the workplace and ensure that employers and workers comply with safety legislation and that safety policies and practices are adopted and adhered to.

Main Duties and Responsibilities:

1. Provide expert competent advice, guidance and support to senior managers and staff on statutory and legal requirements for all matters relating to health & safety compliance.
2. Assist the Head of Health and Safety to prepare and deliver strategic health and safety plans and develop internal health and safety policy.
3. Produce management reports, statistics, guidance notes and communication updates with regard to operational health and safety management.
4. Review and implement internal health and safety policies, management plans, procedures and approved codes of practice in liaison with Falmouth University, University of Exeter and FX Plus ensuring collaborative, coordinated and consistent approaches wherever possible.
5. Support the head of health and safety, staff and managers to promote high standards of health and safety management and improved culture.
6. Implement and maintain campus wide H&S inspections and auditing programmes to ensure statutory and regulatory requirements, internal policies and procedures are being adhered to.
7. Where necessary carry out risk assessments (general and specialist areas) and provide support, advice and guidance to managers and staff on how risks can be adequately reduced.

8. Ensure environmental risks relating to discharges to air, land and water systems are well managed and undertake environmental monitoring in areas as required (e.g noise, vibration, dust etc).
9. Work with HR and Occupational Health Services to understand where Health Surveillance is required, providing support to managers to ensure programmes of surveillance is delivered.
10. Keep up to date with new legislation and maintain a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the employer's industry.
11. Provide competent professional advice and guidance for staff and managers regarding the instillation of new equipment, specific recognised hazards including safe working practice and procedures (e.g., Asbestos, Radon, Legionella, LOLER, PUWER, COSHH, Noise, Vibration etc).
12. Assist with the management and organisation to ensure the safe disposal of hazardous waste as required by regulation.
13. Act as the nominated person for FX Plus and Falmouth University for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Investigate accidents/incidents, prepare reports and collate & maintain appropriate records as necessary.
14. Liaise with relevant bodies, enforcement and inspecting officers (e.g. HSE, occupational health specialists, local authority inspectors, insurers etc) to ensure compliance with external inspections, reporting and notification requirements.
15. Support the Fire Safety Advisor in order to ensure fire safety matters are addressed and managed appropriately, including assisting with fire drills, audits and inspections, training and maintenance of records.
16. Undertake regular First Aid needs assessments and gap analysis to ensure suitable numbers of first aid trained staff are available to manage incidents. Ensure suitable first aid provision is available and maintained.
17. Provide advice and guidance for managers with regard to emergency and incident management in relation to the preparation, organisation and management of campus wide events (e.g. concerts, performance, conference, parties etc).
18. Represent FX Plus at internal and external Health and Safety meetings, deliver statistics, reports and presentations as required and produce statistics and trends where necessary.
19. Keep up to date with current and impending health, safety and environmental legislation. Interpret and communicate their implications to staff as appropriate (e.g. to provide senior managers with advice and support to review policies and procedures, implementing changes that help fulfil requirements for statutory compliance and best practice).

20. Work with local managers to identify health and safety training needs, taking a lead on the delivery of in-house health and safety training accordingly. Continually monitor the training provision ensuring it is kept up to date and in line with FX Plus, Falmouth and UoE regulatory and budget requirements.
21. Represent FX Plus externally, developing partnerships and maintaining good working relationships (e.g. HSE, local councils, Environmental Health, Fire & Rescue Service, police etc).
22. Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.
23. To and regularly review current skills and knowledge as appropriate including training to gain additional qualifications.
24. Working within the Health & Safety at Work Act, the postholder has a legal duty to take reasonable care for health & safety both for themselves and others who may be affected by their actions.
25. All staff are required to undertake health & safety training commensurate with the post's level required and to take part in risk assessment procedures and implementation of agreed recommended work practices.
26. To work within the relevant FX Plus policies and procedures.
27. To undertake other duties not specifically stated above which from time to time are necessary for the effective performance of the Company without altering the nature or level of responsibility involved.

General Duties and Responsibilities

Deliver a level of customer service which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.

Undertake reasonable duties which contribute to the success of the directorate and FX Plus as a whole.

Agree personal and team objectives and work to achieve them, developing both individually and collectively.

Actively participate in required organisational processes, courses and activities, constantly maintaining the required conduct.

Support and contribute to keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safeguarding.

PERSON SPECIFICATION**Post Title: Health & Safety Adviser**

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	<p>NEBOSH general certificate</p> <p>Prepared to study for and obtain NEBOSH Diploma, or NVQ L5/6</p> <p>Membership of a recognised H&S body (IOSH).</p>	<p>NEBOSH Construction certificate (or equivalent).</p> <p>NEBOSH Fire Risk Management Certificate (or equivalent).</p> <p>NEBOSH Environmental Qualification (or equivalent).</p> <p>Membership of a recognised waste/env management body.</p> <p>Training/Teaching qualification.</p> <p>First Aid at Work qualification.</p>
Experience / Knowledge	<p>Significant experience in H&S gained within a large and complex organisation.</p> <p>Experience with Risk/COSHH Assessments, DSE, Noise and Vibration, Working at Height, CDM, Fire Safety.</p> <p>Experience with H&S and Environment Monitoring & auditing techniques.</p> <p>Carrying out training needs analysis and preparing and delivering H&S training packages.</p>	<p>Experience in the management of H&S within construction.</p> <p>Experience in all aspects of Fire management and procedures.</p> <p>Experience in H&S gained in an educational environment.</p> <p>Experience with Radon monitoring & management.</p> <p>Knowledge, understanding and experience of event safety planning.</p> <p>Experience of OHSOS BS 18001 or IOS 45001</p> <p>Experience of ISO 14001 implementation</p>
Skills / Personal Requirements	<p>Excellent interpersonal skills, able to communicate and influence at all levels (Internally and externally)</p> <p>Confident presenter.</p>	<p>Good working knowledge of a multidisciplinary work force and their health, safety and environmental concerns.</p>

RESTRICTED

RESTRICTED