**** Job Description

# Job Title Health & Safety Coordinator

**Location** Harrogate

**Salary** £10.17/ £8038.37

**Band** D

**Hours per Week** 15.2

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** Health & Safety Manager

**DBS Check** Enhanced Check with child barring list

**Job Summary**

The Health and Safety Coordinator will assist the Health and Safety Manager in ensuring Henshaws obligations towards health and safety are met. They will support the health and Safety Manager in the implementation of new and existing legislation and internal procedures.

The Health and Safety Coordinator will also help to support managers to achieve safe working conditions, legal compliance and the development of an effective health and safety culture.

**Key responsibilities**

Assisting the Health and Safety Manager in developing, implementing and maintaining Henshaws health and safety policies and procedures to ensure compliance with the relevant legislation and guidance

Providing advice and support on all aspects of health and safety to the managers to ensure compliance with legislation and Henshaws procedures and processes

Work with managers to help develop their skills to undertake risk assessments, accident investigations and inspection to enable a proactive approach to health and safety risks

Carry out accident investigation as required to ensure the root cause is established and any necessary preventative actions are in place to prevent a recurrence of the incident

Monitor and drive implementation of corrective and preventative actions arising from health and safety activities including accident investigations, risk assessments and audits to ensure the recommended control measures are in place

Assist in monitoring health and safety performance across the organisation to support continuous improvement

To assist in the preparation of any necessary health and safety reports to ensure stakeholders have the relevant information in a timely manner

Supporting managers bringing contractors on site by reviewing and providing advice on contractor’s documentation before work commences to ensure work is carried out in a safe manner

Delivering basic health and safety training when required

Maintain and update records of audits, plans and reports.

Manage the day to day running of mailboxes.

Run regular reports to pick up and identify any outstanding actions.

Attend Health & Safety Meetings as and when required.

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, and marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures
* Any other duty as required by the Health & Safety Manager commensurate with the post.

Date Job Description created / reviewed: 08/2020

**Person Specification**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist.

****All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential or Desirable** | **How Identified** |
| **Skills and Experience** | The ability to investigate accidents to determine root cause and provide suitable reports and recommendations | **Essential** | Application form/interview |
| The ability to create reports to communicate a range of information | **Essential** | Application form/interview |
| Be able to review and critique various types of health and safety documentation and provide effective feedback | **Essential** | Application form/interview |
| The ability to communicate effectively both in writing and speaking | **Essential** | Application form |
| To have knowledge of health and safety management systems particularly those based on HSQ 65 Successful Health and safety Management | **Desirable** | Application form/interview |
| **General & Specialist Knowledge** | Understanding of working in a care and education setting | **Desirable** | Application form/interview |
| **Education & Training** | Ideally the candidate will have achieved a level 3 Health and Safety qualification e.g. NEBOSH National Certificate. | **Essential** | Copy of certificates |
| **Special Requirements** | Full driving license or access to transport | **Desirable** | Application form/interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**