Southport Education Group

Southport College

KGV SIXTH FORM COLLEGE

Job Description:

Health & Safety Officer



Health & Safety Officer
REF: EST005-879

The role:

To undertake health and safety inspections, develop workplace-associated risk assessments, investigate health and safety concerns and accidents and to also develop and deliver educational and promotional activities for both staff and students.

The postholder may be expected to work across both sites.

Responsible to:

The postholder is responsible to the Estates Manager.

Key Accountabilities and Responsibilities:

- Work directly with the Estates Managers regarding the arrangements of all relevant College health and safety issues.
- Maintain up-to-date knowledge of United Kingdom health and safety statutory legislation and ensure that all College-based activities are compliant (i.e., the Health and Safety at Work Act 1974 and all relevant Health and Safety legislation deriving from the Act and EC Directives).
- Advise on codes of practice, safe systems of work, and any special precautions deemed necessary, and identify measures needed to comply with legal duties.
- Keep abreast of changes in United Kingdom health and safety legislation and take responsibility for effectively communicating such changes to College users.
- Lead the promotion of a positive health and safety culture at the College.
- Assess risks to health and safety for all College employees and users of the College.
- Maintain and distribute the College's Health & Safety Policy, explaining the arrangements for ensuring health and safety within the organisation to College users, and regularly review the effectiveness of the Policy.
- Ensure there is a process in place to collate all risk assessments across the College and follow up compliance through the correct channels.

- Assist, review, and advise on draft/completed risk assessments, PEEPs, and safe systems of work.

- Assist the Facilities Management Administrator with the review of contractor risk assessments and method statements.

- Advise on documentation related to site Health & Safety and compliance.

- Ensure that the storage and handling of all articles and substances on the College campus is done in accordance with the relevant health and safety legislation, and advise where correction is needed regarding COSHH.

- Ensure that, along with Estates Managers and the Facilities Management Administrator, all new equipment is installed and operated in accordance with the appropriate statutory regulations, codes of practice, and manufacturer's recommendations, and investigate and identify any potential hazards which may arise out of the introduction of new equipment or methods of work.

- Compile and monitor accident statistics and prepare reports.

- Carry out investigations into the causes of accidents, dangerous occurrences, or occupational disease, and recommend changes in operational procedures arising from investigations.

- Ensure that the necessary documentation is completed and filed following an accident/injury at work, including obtaining statements from witnesses.

- Make regular safety walks of all departments and make recommendations for any action necessary to comply with health & safety and other requirements as appropriate to the work activity being carried out.

- Arrange the Health and Safety Committee.

- Advise on what training is required from an all-staff perspective and departmental level regarding Health & Safety.

- Supervise the management of the College's Legionella management requirements.

- Supervise the management of the College's Asbestos Management Plan.

- Advise if the College has the right levels of first aid provision and supplies, and be emergency first aid trained.

- Be an integral part of the College's fire planning process, including fire risk assessments, evacuation drills, and compliance with fire safety legislation.

- Liaise with the College's insurers where required.
- Check compliance regarding portable appliance testing (PAT) for each department and report where necessary.
- Be part of student induction health and safety requirements, and lead on staff induction for health and safety.
- Ensure that when staff report DSE issues, these are followed up appropriately

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
NEBOSH qualifications	E	A
Level 2 qualification in Maths	E	A
Level 2 qualification in English	E	A
IT qualification(s)	D	A
Willingness to undertake staff development to achieve appropriate qualifications.	E	A

Experience		
At least 3 years' experience in a safety support advisory role including the interpretation and implementation of policy and legislation	D	A/I
Experience of health and safety law and enforcement	E	A/I
Experience of IT; including the maintenance of databases	D	A/I
Experience of working for a large medium sized organisation that offers open access to its facilities and buildings to staff, customers and members of the public	D	A/I
Experience of working to deadlines	E	A/I
Experience of presenting and training	D	A/I

Knowledge, Skills and Attributes		

Attention to detail and accuracy	E	I / AS
Analytical skills	E	I / AS
Highly organised	E	I / AS
IT skills e.g. word processing, databases, spreadsheets	E	I / AS
Strong administrative skills	E	I / AS
Interpersonal skills	E	I
Presentation/Training skills	D	I / AS
Communication skills	E	I
Working knowledge of COSHH regulations, CDM Regs, Working at Height Regs, Manual Handling Regs, Control of Asbestos Regs	D	A / I
Working knowledge of risk assessment production.	E	A / I
Working knowledge of health and safety law and enforcement	E	A / I
Understanding of the role of IT	D	A / I
Be able to work within a directed framework	E	A / I
Commitment to equality of opportunity	E	I
Willingness to work flexibly	E	I
Willing to travel between sites	E	I
Clean driving licence and use of a car	D	A / I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£33,000.00 to £35,160.00 per annum

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,498 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Monday 23rd November 2026

Interviews will be held: Within one month of closing date

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

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CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.