



CLARE COLLEGE

UNIVERSITY OF CAMBRIDGE

Clare College Cambridge

Job Description

Job Title: Health & Safety Adviser

Reports to: Head Porter

Hours of work: 22.5 hours, not inclusive of breaks

Purpose of the Job:

To assist the Head Porter in providing a culture of safe working practices across the College,
Providing specialist advice and practical support to members of the college.

Main duties:

- To update and maintain policies and procedures, and to promote a positive safety culture to support the health and safety of Fellows, Staff, students, and visitors to the College.
- To be the key point of contact and to provide advice and guidance to the College and their managers on fire, health and safety matters.
- To provide any necessary training to managers and staff to ensure that they comply with all health and safety requirements.
- To maintain an audit programme, and undertake assessments by departments, reporting opportunities for improving, and following up on assessments.
- To investigate, to report on and to record all accidents and related incidents (including diseases, environmental and dangerous occurrences), recommending any changes that may be necessary to ensure that the College comply with health and safety regulations and recurrence is prevented. In addition, where necessary ensuring that accidents/incidents are reported to the regulatory authorities.
- To monitor the College's operations, processes and procedures to ensure that they comply with health and safety regulations, and in any event to ensure that, this is checked every two years.
- To coordinate and to attend the Colleges' Health and Safety Committees, keeping records of meetings and maintaining Action Lists.
- To review working practices and safety equipment to ensure that the College meet the requirements of relevant bodies.
- To ensure site safety inspections and risk assessments are carried by the Heads of Departments and to provide assistance and advice where necessary. These risk assessments are to cover College events, buildings projects, COSHH, Noise, VDU, and PPE/RPE.



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- To liaise with the University's Occupational Health and Safety Service's Safety Office, and be the first point of contact for the College with the University.
- To ensure that the College has sufficient First Aid Trained staff, and that they are regularly retrained.
- To carry out any other duties as may reasonable be required by the Head Porter

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Clare College reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/academic achievements/education	NEBOSH qualified	
Skills/knowledge/training	Broad understanding of the Health, Safety and Welfare legal and Statutory requirements and obligations placed upon organisations. Effective written and oral communication skill	
Experience – type and depth of experience required to do the job	Experience of delivering training	Experience of College environment.
Personal attributes	Ability to collect, collate and statistically analyse data in order to evaluate training needs and interventions, and H&S performance. Confident, self-motivated, resilient, friendly and enthusiastic. Team player, able to work on own initiative. Flexible, adaptable and resourceful approach	