1. Job details
Job title: Health and Safety Adviser
School: GeoSciences
Line manager: Physical Resources Manager

2. Job purpose
Delegated authority from Head of School to ensure health and safety legislation, university health and safety policy and good practice are implemented to provide a safe working environment for staff, students and visitors to the School.

3. Main responsibilities

1. Develop School health and safety policies and action plans to meet all legislative and university requirements in order to provide a safe working environment for staff, students and visitors to the School. 20%

2. Keep abreast of developments in University policy and health and safety legislation to ensure the School meets or exceeds recommended safety provision. 5%

3. Implement plans and procedures, oversee, monitor and advise on all aspects of health and safety practice within the School’s operations, to minimise potential or actual risks and ensure compliance with legal requirements. 40%

4. Develop and implement communication and training to increase awareness of and adherence to health and safety policy and good practice amongst all members of the School, and to ensure appropriate levels of training and certification to meet legal requirements. 20%

5. Advise the Physical Resources Manager, School Administrator and Head of School on all matters relevant to health and safety. Prepare annual reports for School Executive Group and University. 5%

6. Responsible for the budget allocation for School-wide Health and Safety. 5%

7. Carry out any other reasonable duties as requested by line manager. 5%

4. Planning and organising

• Plan and prioritise own work schedule to deliver the objectives of the post.
• Plan and implement Health and Safety committee meetings in all 3 Institutes so as to provide the School Executive Group with an annual report and a 1 year forward plan.
• Plan and organise annual audit and ad-hoc inspection and updating of safety plans, procedures and documentation covering all of the School’s activities (e.g. monitoring laboratories or other work places when there is a change of use or activity).
• Plan and organise briefings and updates for staff and students and a programme of formal training for relevant staff.

5. Problem solving

• Resolve day-to-day operational difficulties in implementing policy and ensuring compliance with procedures, using judgement, tact and experience. (i.e. where there is stiff resistance to change in working practise or compliance with regulations)
• Assess and anticipate likely hazards and devise appropriate solutions to minimise risks, interpreting policy and practice as appropriate in the light of experience and technical expertise.

6. Decision making
• Take independent action to remedy problems in health and safety operation or management within the School’s agreed policy. (e.g. deciding whether or not a high risk activity should be undertaken).
• Take independent action to amend policy or practice as legal requirements change or otherwise as circumstances dictate (such decisions would only normally be referred if changes to policy or practice have a significant knock-on effect on other aspects of the School’s business.)

7. Key contacts and relationships
• Advise Head of School and others on all matters of health and safety.
• Liaise effectively with the University Health and Safety Department, fire and security officers, and external H&S agencies over policy requirements and interpretation.
• Provide advice and guidance to staff, influence behaviour and where necessary ensure staff take action to comply with legal requirements, School policy or sensible good practice.
• Advise and train staff or students as necessary in risk assessment and other aspects of health and safety management.

8. Knowledge, skills and experience needed
• Degree or equivalent qualifications or experience in an area relevant to the School’s scientific activities.
• Professional qualification in health and safety management (such as NEBOSH)
• Other relevant certification e.g. First Aid, Radiation Protection.
• At least 2 years' post-qualification experience in a scientific or technically-oriented role, with experience of administration and of responsibility for health and safety.
• Familiarity with the equipment, techniques and substances in use within the School.
• Good communication, interpersonal and time management skills.

9. Dimensions
• Three major buildings (and 5 annexes) located on two University sites.
• 45 laboratories and workshops designated as ‘high-risk’ for health and safety matters (including electrical and mechanical workshops, high-pressure labs, chemicals and hazardous substances, compressed gases and ionizing radiation) together with remote field work, boat and airborne research and undergraduate field courses.
• Supporting a School of c. 230 staff and 1200 students.

10. Job context and any other relevant information
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