

ROLE DESCRIPTION

1. Job Title: Deputy Health & Safety Manager

2. Context

West Herts College Group is a large general Further Education College operating across Watford, Hemel Hempstead and Luton, providing technical, professional and academic education and training. The College is committed to maintaining a safe, healthy and inclusive working and learning environment for all staff, students, contractors and visitors.

3. Management Accountability

Responsible to: Health & Safety Manager

Direct Reports: None (may supervise Health & Safety Administrators, Coordinators, First Aid Leads or project staff as required)

4. Main Purpose of the Job

To support the Health & Safety Manager in the development, implementation, monitoring and continuous improvement of the College's health, safety and wellbeing arrangements. The postholder will provide professional advice and guidance to managers and staff, assist in ensuring compliance with statutory requirements, and help promote a positive and proactive health and safety culture throughout the College.

The Deputy Health & Safety Manager will take operational responsibility for key health and safety functions and deputise for the Health & Safety Manager during periods of absence.

5. Main Duties and Responsibilities

Health & Safety Compliance

- Support the implementation and monitoring of the College's Health & Safety Policy and associated procedures.
- Provide practical advice and guidance to managers, staff and curriculum areas on health and safety matters.
- Assist in ensuring compliance with health and safety legislation, Approved Codes of Practice, statutory guidance and College procedures.
- Work collaboratively with managers to develop safe systems of work and effective risk controls across all College activities.

Monitoring and Assurance

- Plan, undertake and report on health and safety audits, inspections and safety tours across all College campuses.
- Monitor completion of corrective actions arising from audits, inspections, incidents and risk assessments.
- Produce reports and performance data to support compliance monitoring and continuous improvement.
- Support the development and maintenance of health and safety performance indicators and assurance reporting.

Risk Management

- Assist departments in completing and reviewing suitable and sufficient risk assessments.
- Monitor risk assessment completion, review dates and action tracking systems.
- Support curriculum and support departments in identifying and controlling operational risks.
- Provide guidance on specialist risk assessments including workshops, laboratories, construction activities, trips and visits, lone working, manual handling and display screen equipment.

Incident Management

- Maintain systems for recording, investigating and analysing accidents, incidents and near misses.
- Undertake investigations into accidents and dangerous occurrences, identifying root causes and recommending corrective actions.
- Produce statistical reports and trend analysis for senior managers and committees.
- Assist the Health & Safety Manager with external reporting requirements, including RIDDOR where applicable.

Training and Development

- Support the delivery of health and safety induction programmes for staff.
- Assist in identifying organisational training needs and maintaining health and safety training records.
- Deliver health and safety training, briefings and awareness sessions as required.
- Promote best practice and increase health and safety awareness across the College.

Emergency Preparedness and First Aid

- Support the management and monitoring of First Aid arrangements across all campuses.
- Assist with fire safety arrangements, emergency planning and business continuity activities.
- Participate in emergency exercises and support lessons-learned reviews following incidents.

Contractor and Estates Safety

- Work closely with Estates, Facilities and external contractors to ensure compliance with College safety requirements.
- Monitor contractor activities and support compliance with Construction (Design and Management) Regulations and permit-to-work systems where applicable.
- Support health and safety input into estates projects, maintenance activities and refurbishment works.

Health, Safety and Wellbeing Culture

- Act as a visible advocate for positive health and safety behaviours.
- Promote a culture of individual responsibility, accountability and continuous improvement.
- Support College campaigns relating to health, safety and wellbeing.
- Assist in the preparation of reports for senior leadership, governors and committees.

Deputy Responsibilities

- Deputise for the Health & Safety Manager during periods of absence.
- Attend meetings and represent the Health & Safety function as required.
- Support the implementation of strategic health and safety objectives and annual improvement plans.

6. General College Responsibilities

The postholder will:

- Participate actively and flexibly in College-wide activities including enrolment, open events and staff engagement activities.
- Undertake professional development to maintain competence and knowledge of current health and safety legislation and best practice.
- Comply with all College policies and procedures.
- Promote equality, diversity and inclusion in all aspects of work.
- Support the College's safeguarding responsibilities and comply with safeguarding policies and procedures.
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people, and vulnerable adults.
- Undertake other duties commensurate with the grade and responsibilities of the post as reasonably required by the Health & Safety Manager or senior management.

Person Specification (Summary)

Essential

- NEBOSH National General Certificate (or equivalent).
- Experience of implementing health and safety management systems.
- Experience conducting audits, inspections and incident investigations.

- Good understanding of UK health and safety legislation.
- Strong communication, influencing and report-writing skills.
- Proficient in Microsoft Office and health and safety management systems.
- Ability to build effective working relationships across a diverse organisation.

Desirable

- NEBOSH Diploma or working towards.
- Membership of IOSH at Technical or Certified level or above.
- Health and safety experience within education, local government or public sector environments.
- Experience of ISO 45001 management systems.
- Fire Safety qualification or First Aid management experience.

This role provides a strong development pathway into a full **Health & Safety Manager** position while ensuring sufficient operational capability to support a multi-campus Further Education college environment.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.