



## Health & Safety Officer Christ Church & Pembroke College

Christ Church and Pembroke College are looking to appoint a Health & Safety Officer to work across both organisations (which are next to each other).

The Health & Safety Officer will be responsible for overseeing and maintaining health and safety policies, ensuring compliance with statutory regulations, and providing strategic support on related issues. This role is pivotal in ensuring the safety of operations, activities, and events. They will work closely with the Steward (Domestic Bursar) at Christ Church and Estates Manager at Pembroke to manage the health and safety and compliance functions and will be involved in strategic discussions to guide the approach to health and safety.

The successful candidate will hold two part-time contracts with both organisations, making a combined full-time role, and will provide dedicated support to both, splitting their time equally across the two.

### **Key Details**

**Location:** Central Oxford (Christ Church and Pembroke College)

**Hours:** Part-Time with each organisation, combining to full-time hours (40hrs/week)

**Salary:** £34,982 - £40,855 per annum (depending on experience)

**Contract type:** Permanent

### **Why Join Us?**

- Contribute directly to the safety and well-being of students, staff, and visitors.
- Engage in strategic discussions, gain experience in complex compliance functions, and broaden your expertise.
- Enjoy a competitive salary, professional development opportunities, and the chance to work in a dynamic, historic environment.

### **Role Responsibilities**

The Health & Safety Officer will:

- Develop and maintain Health & Safety policies and procedures, ensuring compliance with current legislation.



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- Conduct regular audits and inspections to maintain statutory compliance in areas such as fire safety, asbestos management, and COSHH.
- Lead risk assessments for college events, operations, and special activities.
- Coordinate fire drills, evacuation procedures, and health & safety training for staff and sports teams.
- Manage accident and incident records, identifying and communicating lessons learned.
- Support senior staff in budgeting, compliance testing, and implementing audit recommendations.

### ***What We're Looking For***

#### **Essential:**

- Proven experience in a similar role.
- Professional qualifications in Health & Safety (e.g., NEBOSH, IOSH).
- Strong communication and interpersonal skills.
- Ability to conduct risk assessments and maintain excellent records.

#### **Desirable:**

- Knowledge of Universities UK (UUK) compliance requirements.
- Experience in higher education or residential settings.

### ***How to Apply***

To apply for this role, please send your CV and a cover letter to: [recruitment@pmb.ox.ac.uk](mailto:recruitment@pmb.ox.ac.uk) by **9am, Monday 27 January 2025**

### ***Date of interviews***

Interviews – during w/c **10 February 2025**

### **Job Description**

#### **Key Responsibilities**

#### ***Strategic Oversight***

- Contribute to strategic discussions and decision-making processes, particularly those related to health and safety and compliance.
- Provide expert advice on health, safety, and compliance issues during major events, projects, and initiatives.
- Convene and document minutes for the Health & Safety Committees, ensuring that all decisions and actions are recorded and followed up.

### ***Health & Safety and Compliance Management***

- Develop and maintain up-to-date Health & Safety (H&S) policies and procedures, ensuring they align with current legislation and best practices.
- Ensure compliance with Universities UK (UUK) requirements for accommodation, including regular audits and checks.
- Maintain accurate documentation of all compliance checks, ensuring a clear audit trail.
- Manage accident and incident records, ensuring that all lessons learned are captured and communicated to help prevent future occurrences.
- Monitor statutory compliance in critical areas such as water, electricity, gas, asbestos management, and Control of Substances Hazardous to Health (COSHH).
- Develop and maintain fire evacuation procedures, ensuring they align with current legislation and best practices.
- Coordinate and execute regular fire drills, to ensuring that the fire evacuation procedures are robust and effective.
  
- Conduct risk assessments and provide support for major college events to ensure the safety of all participants.
- Coordinate health and safety briefings and training.
- Ensure that all H&S equipment, such as defibrillators, is available, well-maintained, and regularly serviced.

### ***Sports and Grounds***

- Provide specific health and safety briefings and training to sports teams and staff, ensuring all activities comply with H&S guidelines.
- Ensure that all H&S equipment at the Sports Pavilions and Boat Houses are well-maintained and regularly serviced.

### ***Support to Steward (Domestic Bursar)/Estates Manager***

Assist the Steward (Domestic Bursar)/Estates Manager with:

- Oversight of Health & Safety and compliance functions.
- Managing the Health & Safety and compliance budget, ensuring efficient use of resources.
- Scheduling and coordinating compliance testing, liaising with specialists and external contractors as required, and ensuring follow-up work is completed.
- Ensuring that annual audits, including H&S, access, and fire-risk audits, are scheduled and findings communicated and overseeing the implementation of audit recommendations.
- Preparing and presenting papers on health and safety and compliance issues to the Health & Safety Committee and other relevant bodies.



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- Overseeing the preparation of risk assessments and Personal Emergency Evacuation Plans (PEEPs) for events, college operations, and access requirements.

## **Person Specification**

### ***Essential:***

- Proven experience in a similar role.
- Professional qualifications in Health & Safety (e.g., NEBOSH, IOSH).
- Strong communication and interpersonal skills.
- Experience in participating in audits and good record keeping.
- Ability to conduct risk assessments and prepare related documentation.
- Proficiency in working with diverse teams and external contractors.

### ***Desirable:***

- Working knowledge of H&S legislation and best practices.
- Experience in a higher education or residential setting.
- Familiarity with Universities UK (UUK) compliance requirements.