

JOB DESCRIPTION

Job Title:	Health and Safety Apprentice
Department / Unit:	Health and Safety
Job type	Professional Services
Grade:	RHUL 3
Accountable to:	Health and Safety Officer (Fire)
Accountable for:	Complete the Health, Safety and Environment Technician apprenticeship
Purpose of the Post	
<p>This post sits within the Health and Safety Office, which provides comprehensive advice and assistance across the broad subject of occupational health and safety, including the delivery of health and safety technical training.</p> <p>To complete the Health, Safety and Environment Technician apprenticeship. This involves completing the required training and assessments, as well as developing the required knowledge, skills and experience. The role is focussed on fire safety although more general health and safety tasks will also be included.</p> <p>The main responsibility for the post is to complete emergency light testing as directed.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. Develop the health and safety knowledge to complete the required apprenticeship written assessment. 2. Develop the knowledge, skills and behaviours during the apprenticeship required to complete the work project and presentation assessment. 3. Develop a portfolio of work to demonstrate the required knowledge, skills and experience, both for general health and safety and fire safety. 4. Communicate and work in a team effectively in a collaborative and non-confrontational way when providing health and safety advice and guidance within their competence level. 5. Deliver training, tool box talks, and presentations are required in an engaging and professional way, both for general health and safety and fire safety. 6. Identify and evaluate risks and provide suggestions for suitable controls measures, both for general health and safety and fire safety. 7. Assist in the monitoring, analysis and reporting of health and safety performance. 8. Assist in the investigation of accidents and incidents, both for general health and safety and fire safety. 9. Assist in the risk assessment of work areas or work activities, both for general health and safety and fire safety. 10. Identify the costs of controls measures and outline the business case for their implementation and develop a basic budget for improvements. 	

11. Research and review health and safety issues and best practices, both for general health and safety and fire safety.
12. Complete emergency lighting checks, preparing and maintaining the required records.
Other Duties
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
Internal and external relationships
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <ul style="list-style-type: none"> • Department Health and Safety Coordinators and other College staff as required. • Other members of the Health and Safety Office.

Revised 15/02/2021

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Health and Safety Apprentice	Department: Health and Safety Office		
	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
GCSEs or equivalent - incl. Maths and English	X		Application Form
Certified training in health and safety, including first aid		X	Application Form / Interview
Skills and/or Abilities			
Good interpersonal skills including a professional approach and manner.	X		Interview
Organisational skills and ability to work under some pressure, including managing limited demands.	X		Application Form / Interview
Ability to respond flexibly to changing requirements.	X		Application Form / Interview
A high degree of integrity		X	Application Form / Interview
Experience			
Experience in a customer service role.		X	Application Form / Interview
Experience working as part of a team.		X	Application Form / Interview
Experience in using initiative to solve problems in a workplace or non-workplace setting	X		Application Form / Interview
Other requirements			
Willingness to learn and develop, including the completion of a 2-year apprenticeship.	X		Application Form / Interview
Able to travel for training and events weekly as required by the apprenticeship and any other events as required.	X		Application Form