



Jesus College Oxford

Job Description

Job title	Health & Safety and Fire Officer
Main purpose of job	Working to the Director of Accommodation, Catering and Conferences to ensure the effective and efficient management of all Health and Safety and Fire Safety matters in College.
Responsible to	Director of Accommodation, Catering and Conferences
Hours of work	Part Time – 17.5 hours per week, with some flexibility over the configuration of those hours.

The role

Working to the Director of Accommodation, Catering and Conferences to ensure the effective and efficient management of all Health and Safety and Fire Safety matters in College, including;

- policy implementation
- monitoring, inspection, and recording
- risk assessments
- the delivery of health and safety related training
- the promotion of a positive Health and Safety culture
- liaison with contractors who deliver Health and Safety services

Main Tasks

Health and Safety

- Carry out ongoing assessments on the position of health and safety within the College updating and altering the plan as necessary
- Lead the bi-monthly H&S meetings, in the absence of the DACC, carrying out ongoing work to improve and strengthen the meetings with a view to increasing engagement
- Review the Peninsula Health and Safety Consultancy Agreement and the working relationship with Peninsula to ensure that we are achieving value for money in the contract
- Identify ways of increasing Health and Safety engagement and compliance across College
- Create, implement and maintain a robust health and safety infrastructure to include: first aid, induction, health and safety training, work station assessments, fire safety
- Provide ongoing support to managers in their health and safety needs, including training on day-to-day health and safety matters and conducting risk assessments



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- Embed thorough procedures around accident reporting and investigation, including RIDDOR reporting is completed to the necessary standard
- Undertake internal quarterly audits to ensure compliance with all health and safety requirements
- Maintain the online Health and Safety system, reviewing tasks and deadlines and supporting managers to meet their deadlines
- Ensure the College has a full suite of health and safety policies in place,
- Undertake ad hoc health and safety responsibilities.

Fire Safety

- Responsible for maintaining the Fire Action Plans ensuring that fire safety within College is at an appropriate level and responsive to the changing College needs
- Ensure a full and ongoing programme of fire risk assessments are undertaken
- Work closely with the Lodge to ensure that day to day fire safety tasks are completed appropriately and in a timely fashion
- Liaise with the Lodge and other offices within College to ensure that the fire safety infrastructure is fit for purpose and that any faults or issues identified are dealt with promptly
- Organize appropriate fire related training for staff members and conduct mandatory fire evacuation drills for students and staff
- Oversee the servicing of all fire equipment and regular emergency light testing