



University of York Students' Union
Registered in England and Wales.
Charity Number: 1173404 Company Number: 10688097
Registered Office: The Student Centre, James College,
Newton Way, Heslington, York, YO10 5DD

E: enquiries@yusu.org
T: 01904 32 3724
W: yusu.org



Job Title	Health & Safety Coordinator
Reporting to	Finance and Resources Director
Place of Work	The Student Centre York Heslington West campus
Hours of Work	35 hours per week
Salary	£20,579.14 - £22,720.95

Purpose of Role

- To work with the Director of Finance and Resources to offer advice on implementation of initiatives that embed a union wide culture relating to health and safety compliance and practice.
- To support the Union's management and staff on a day to day basis to ensure the health and safety of our people, services and activities. Enabling other managers to take effective decisions and actions.
- To be responsible for the day to day monitoring, and advising on health and safety compliance and statutory requirements of the union in conjunction with the Director of Finance and Resources.
- To produce health and safety information, and advise on health and safety procedures for students and managers as required.
- As a member of the YUSU staff team contribute to and support delivery of our strategy and operating plans.
- To act as an enabler for member and central union projects and events, finding ways that allow initiatives to go ahead while complying with regulations and protocol.

Operations

- To monitor, evaluate and review health & safety policy and practise and to develop proposals for implementation of new policy and procedures documents as required.
- To support the Opportunities directorate to manage, evaluate and mitigate for risk attributed to societies, clubs and college events and activities.
- To identify and meet employee and student training needs in relation to health & safety, including First Aid, working at height and DSE assessments, and to be involved in the delivery of health & safety training programs.
- To advise Senior Management Team on the implications of current and emerging health, safety and welfare legislation, including evaluating options and recommendations and generating action plans to ensure compliance across the organization.
- To advise on and support audits to evaluate the effectiveness of health & safety systems and procedures, and identify and implement improvements.

- To work with managers and staff to ensure risk assessments are prepared as required.
- To assist line managers of YUSU Commercial Services in implementing health & safety systems and procedures to meet specific requirements, such as accident reporting and the Control of Substances Hazardous to Health (COSHH), in a consistent and effective manner.
- To collate, store and analyze reports of accidents and other health and safety data.
- To ensure that all activities and YUSU, including Commercial Services, assets are insured appropriately.

Key Tasks

- To support management in approval of YUSU and large scale student events and discuss the risk factors with event organisers.
- To provide advice and direction for clubs, societies and YUSU funded groups for their risk assessments, code of practice and equipment register, to ensure the minimizing of risks in their activities and operations. To ensure that the health and safety requirements are understood.
- To liaise with the University's health, safety and facilities team to respond to safety requirements and logistics issues at Union events.
- To provide and implement a system for recording, checking and monitoring the use and condition of equipment used by clubs and societies.
- To arrange and partake in meetings with regards to future events and activities on and off Campus as requested by management and event organisers.
- To ensure that all YUSU buildings are safe to use, checking Fire Exits to ensure safe access and egress.
- To coordinate the provision of first aid equipment and training within YUSU and within its activities where required.
- To attend relevant Union and University Committee Meetings as requested by union management. To foster positive working relationships with relevant University committees and staff.
- To coordinate noise management and health and safety submissions for event management to submit to the Council each year to ensure that the Fresher's event and the Summerball comply with health and safety regulations.

General Notes

- The principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development plan and to participate in training, meetings or conference considered relevant to their job. Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide
- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Freshers Fair, Student Balls, University open days and any other key events, including elections if necessary. Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- To abide by YUSU constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- **YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**

Health and Safety Development Coordinator - Person Specification

	Essential	Desirable
QUALIFICATIONS		
Hold degree level qualification or equivalent experience	*	
IOSH Health and Safety at Work Qualification.	*	
NEBOSH Health and Safety at Work Qualification		*
Certificate in First Aid.		*
Exceptional knowledge of H&S regulations and best practice.	*	
EXPERIENCE		
Minimum two years operating in a role with Health & Safety responsibility.	*	
Experience of operating within a democratic, member-led environment.		*
Experience in providing advice on Health and Safety matters	*	
Experience of providing training on Health and Safety matters	*	
A proven track record of resources coordination.		*
SKILLS		
General IT skills including a working knowledge of Microsoft Office and/or google apps	*	
Excellent interpersonal skills- able to communicate well both written and verbally	*	
Strong time management skills – able to meet deadlines and cope with varying workloads	*	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	*	
Posses a positive attitude to work and ability to organise own workload	*	
Able to work as part of a team as well as under own initiative,	*	
Ability to problem solve creatively and quickly	*	
Commitment to the delivery of high standards of customer service	*	

