Health and Safety Assistant

Job Description

Directorate: Children and Family Wellbeing Services
Team: Educational Off Site Visits Team
Location: County Hall
Salary range: Grade 5
Reports to: Educational Off Site Visits Operations Manager
Staff responsible for: No

Job Purpose and Scope

Work as part of the Educational Off Site Visits Team, providing health and safety advice, guidance and administrative support to Lancashire County Council services and approximately 600 Lancashire schools undertaking educational visits and off-site activities.

Support the council in fulfilling its legal responsibilities under health and safety legislation by assisting with the implementation and practical application of the Educational Off Site Visits Policy, associated guidance and monitoring arrangements.

The postholder will contribute to the development and maintenance of systems, procedures and customer communications that enable schools and council services to provide safe and effective educational visits. They will develop knowledge and understanding of health and safety management within educational settings and support customers through advice, guidance and system administration.

The role requires effective communication skills, a customer-focused approach and the ability to build positive relationships with managers, staff and school customers at all levels. The postholder may attend schools, services and training events to support the work of the team and gain practical experience of educational visit management and health and safety processes.

Accountabilities / Responsibilities

- Support all aspects of the work of the Educational Off Site Visits Team, contributing to the delivery of a high-quality health and safety advisory service.
- Assist in the development, review and maintenance of the county council's Educational Off Site Visits Policy, procedures and guidance documentation.
- Update, maintain and quality-check information held within the EVOLVE educational visits management system.

- Produce and publish customer communications, guidance notes and health and safety information to support schools and internal services.
- Support the annual monitoring process for Type A (lower-risk) educational visits and contribute to the collection and collation of monitoring information.
- Assist in the preparation of reports and performance information for the Educational Off Site Visits Advisory Board and other governance groups.
- Gather, maintain and analyse accident and incident information, identifying themes, trends and areas for improvement.
- Respond to enquiries from schools and Lancashire County Council services regarding educational visits, policy requirements and system processes.
- Provide advice, support and guidance to EVOLVE users, helping customers navigate the system and comply with policy requirements.
- Maintain accurate records and documentation in accordance with service procedures and data management requirements.
- Support the planning, delivery and administration of Educational Visit Coordinator training courses and other learning opportunities.
- Contribute to the continuous improvement of service processes, guidance and customer support arrangements.
- Develop effective working relationships with school staff, managers, colleagues and external partners to support safe educational visits.

Additional Supporting Information – Specific to this Post

- An interest in health and safety and a willingness to develop professional knowledge and expertise within the subject area.
- Ability to interpret and apply policies, procedures and guidance in a practical and customer-focused manner.
- Strong organisational skills with the ability to manage a varied workload and competing priorities.
- Good written and verbal communication skills, with the ability to communicate effectively with a wide range of customers and stakeholders.
- Ability to gather, analyse and present information accurately, including accident and incident trend data.
- Experience of maintaining accurate records and working with databases and electronic management systems.
- Ability to work independently while contributing effectively as part of a small specialist team.
- Strong attention to detail and commitment to maintaining high standards of customer service.
- Willingness to undertake appropriate health and safety training and development, including study towards a recognised health and safety qualification such as the NEBOSH Certificate and professional membership of IOSH where required.

- Understanding of the importance of educational visits and off-site learning opportunities in supporting positive outcomes for children and young people.
- Ability and willingness to travel to schools and Lancashire County Council premises across the county as required to support service delivery and professional development.

Other

• Equal Opportunities We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

• Health and safety All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

• Customer Focused We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

• Safeguarding Commitment We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

• Skills Pledge We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already. Our Values We expect all our employees to demonstrate and promote our values:

• Supportive We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish. Health and Safety Officer

• Innovative We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

• Respectful We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

• Collaborative We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Lancashire County Council
Person Specification (Grade 5)

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications:		
Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.	E	A
Experience:		
Previous relevant experience or the ability to demonstrate the competence to carry out the job.	E	A/I
Knowledge and Skills:		
Enhanced skills appropriate to the job discipline.	E	A/I
Ability to work as member of a team	E	A/I
Ability to work without close supervision	E	A/I
Other (including special requirements)		
1. Commitment to equality and diversity.	E	I
2. Commitment to health and safety.	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others.	E	I