

Health & Safety Trainee

SUMMARY INFORMATION

H&S TRAINEE

What is Health & Safety?

It's about making workplaces as safe as possible by preventing accidents, observing and implementing safety regulations, codes of practice and ensuring safety in the workplace. H&S professionals have to be continuously aware of the dangers in their environments and work on keeping everyone safe. Depending on the work environment, the dangers and risks will be different. In areas like property maintenance, workers are more exposed to dangers and this requires stricter H&S controls and compliance measures. All workers are entitled to work in environments where risks to their health and safety are properly controlled.

A Health & Safety Officer's role may include some of the following tasks:

- Helping to implement plans to promote workplace health and safety
- Collecting, collating and reporting on data such as accident statistics and trends
- Identifying risks and implementing controls
- Inspecting sites, offices and other workplaces/premises
- Providing in-house health and safety training and inductions
- Delivering presentations on H&S matters to internal and external audiences
- Keeping abreast of changes to H&S, Fire etc legislation and regulations

Is it right for me?

It can be very challenging and varied work. To be successful in H&S you need to be good at:

- Being tolerant, patient and respectful
- Using good judgement and applying common sense
- Communicating and presenting effectively to different audiences
- Being methodical and structured in your thinking
- Negotiating and networking
- Being attentive to detail and thorough
- Being professional, confident and self-assured

What qualification will I study for?

We would want you in year 1 to have achieved the Institute of Safety & Health 3 Day Managing Safely Certificate as well as a number of ad-hoc short courses to familiarise you with different elements of Health & Safety work.

IOSH Managing Safely is a basic risk management certificate in health and safety. The course is split into 2 units - 1 taught module and a work-based assignment which will demonstrate the application of the knowledge learners have gained over the course of the previous unit. On completion of the course, learners will be able to:

- Understand their responsibilities for safety in the workplace.
- Recognise common workplace hazards and implement appropriate control measures.
- Estimate, evaluate and reduce risk by applying a hierarchy of risk control.
- Undertake structured risk assessments and accident investigations.
- Understand the requirements of HSE legislation.
- Recognise different ways to measure and improve health and safety performance.

By the end of your three year traineeship, we would expect you to have completed a NEBOSH (National Examination Board in Occupational Safety and Health) Certificate. The NEBOSH International General Certificate is an internationally recognised qualification for H&S professionals. Upon completion of this course, you will be able to:

- Identify hazards in a range of workplace environments and recommend suitable corrective and preventative measurements.
- Understand H&S legal duties of both employers and employees.
- Assist in the planning, implementation and regular review of a health and safety policy.
- Influence behaviour to create a positive health and safety culture and the ensure compliance with health and safety policies.
- Undertake risk assessments and make recommendations based on your findings.
- Investigate accidents and prepare reports recommending suitable corrective and preventative actions.
- Undertake Health Safety audits and workplace inspections.

JOB DESCRIPTION

JOB TITLE:	Health and Safety Trainee
JOB GRADE:	SCP 15-19
ACCOUNTABLE TO:	Head of HR / Health & Safety Officer

OVERALL AIM OF THE JOB

The H&S Trainee will work alongside the H&S Officer and HR team and, at times, other colleagues in Kingdom to learn about and gain experience of all aspects of the Health and Safety profession. As you progress through your traineeship, you will provide a client centred H&S service giving advice and support to staff and management. You will also be expected to undertake a continual work assessment whilst attending further education to gain your H&S qualifications.

MAIN TASKS OR ACTIVITIES OF THE JOB

Commitment to undertake and achieve relevant health and safety qualifications within the agreed timescale.

Under supervision of the H&S Officer / Head of HR

1. Become knowledgeable on all aspects of the H&S profession including Administration & documentation control.
2. Assisting the H&S Officer with general administration, gathering information and producing reports.
3. To be a point of contact and respond to individuals on behalf of the H&S Officer for queries on H&S issues and matters. Where necessary, refer queries to the H&S Officer or seek advice from our legal advisors.
4. Develop a good understanding of all H&S legislation and regulations and Kingdom's H&S Policies and Procedures.
5. Receive on the job training and mentoring from the H&S Officer.
6. Shadow the H&S Officer at various employee/management meetings e.g. Health, Safety and Wellbeing, Joint H&S, Fire Safety meetings with a view to conducting these independently as the trainee H&S Officer.
7. With the support of the H&S Officer, build strong working relationships with managers, employees and customers throughout the organisation.
8. To deliver the H&S section of the Organisational Induction as required.

9. To represent the Chief Executive Team as an H&S member at internal and external meetings as required.
10. To liaise with various external agencies and professionals on H&S-related matters.
11. To carry out delegated work from the H&S Officer / Head of HR.
12. Participate in various H&S projects as and when required.
13. Along with the other Kingdom Trainees, undertake project work as directed.
14. Any other duties which may be required from time to time by the Head of HR, the H&S Officer or such other senior staff member who may be appointed.

OTHER FEATURES OF THE JOB

This is a 3 year traineeship, terms and conditions will be provided separately.

The hours of work are 36 hours per week to be worked in accordance with the needs of the Association. There may be occasions when it is necessary to work evenings/weekends. In particular, there may be a need to regularly attend college or represent Kingdom at meetings and conferences out with normal working hours.

It is likely that the duties listed may need to be varied to suit the changing requirements of the Association.

JOB LOCATION

Your operational base will be in the Saltire Centre, Pentland Court, Glenrothes. You will be expected to work at any other base operated by the Association to meet the flexibility requirements of the Service. We reserve the right to either temporarily or permanently move an employee to another location.

OUTLINE CONDITIONS OF EMPLOYMENT – H&S TRAINEE

Hours Worked

The hours of work are 36 hours per week, not including lunch breaks, normally worked between 9am and 5pm, Monday to Friday but can vary according to the needs of the service and attendance at college.

Salary

The salary scale is £20,325 - £22,397

Method of Payment

Payment of your salary is in equal monthly instalments in arrears, by bank transfer, no later than the last Friday of each month.

Special Conditions

This is a temporary post for up to 3 years.

Location

Your operational base is at our Glenrothes office, Saltire Centre, Pentland Court although you will be required to work and operate at any of the Association's offices to meet the needs of the Service. We reserve the right to either temporarily or permanently move an employee to another location.

Probationary Period

Your first 3 months will be classed as a probationary period. We reserve the right to further extend the probationary period in the event of any concerns regarding your performance or conduct. We reserve the right to end your employment during the probationary period where you fail to reach the satisfactory performance or conduct.

Pension

We are a member of the Scottish Housing Associations Defined Contribution Pension Scheme. If you choose to become a member, we will make contributions towards your pension in accordance with the current provisions of this scheme. The employee contribution rate is 4% and the employer contribution rate is 8%, however an option to increase employee contributions is available.

For employees not in our Defined Contribution Scheme, auto enrolment pension provision is applicable subject to eligibility criteria. You can find out more about workplace pensions and the benefits of staying enrolled by visiting www.gov.uk/workplacepensions.

Annual Leave

The annual leave year is from 1 April to 31 March. Your full annual leave entitlement will be 25 days per annum (pro rata for part-time employees). In addition, 12 general/public holidays are added, 4 of which are designated and the remainder are added as floating days to your annual leave entitlement.

There are no enhanced payments made for night working or work on a public holiday other than the two designated public holidays at Christmas and New Year. Where a full year has not been worked, a proportion of the full year's entitlement will be granted based on the number of complete months worked in the year.

Offers of Employment

Any offer of employment made will be conditional based on the following pre-employment checks:

- Satisfactory references (one should be from your present or most recent employer or school/college, if this is your first employment). We would not normally accept references from relatives or friends. We reserve the right to request more than 2 references.
- A satisfactory basic-level Disclosure Scotland check
- Producing the documentary evidence under the requirements of the Immigration, Asylum and Nationality Act 2006 (this is to verify that you are eligible to work in the United Kingdom).
- Verification of any qualifications/memberships you have stated on your application form, if relevant.
- Confirmation that you have no conflict of interest as defined in our Employee Payments and Benefits policy. In particular, we will need to consider any association you have with a current employee or Board Member.

This information is provided for general guidance only and is not intended to be contractual.

PERSON SPECIFICATION – H&S TRAINEE

You will need to refer to this document when completing your application

Essential Criteria	
E 1	A genuine interest in developing a career in Health and Safety
E 2	Enthusiastic and positive with good interpersonal skills
E 3	Strong verbal & written communication skills
E 4	Ability to work as part of a team
E 5	Ability to work accurately, with attention to detail
E 6	Organised and methodical approach to tasks
E 7	Minimum of two Highers (or equivalent) including English and Maths
E 8	Commitment to completing relevant H&S qualifications
E 9	Full Driving Licence

Desirable Criteria	
D 1	Good IT Skills, including experience of Microsoft Office, excel, working with web portals
D 2	Knowledge of the H&S profession and legislation
D 3	Ability to plan and organise to meet tight deadlines

**Kingdom Housing Association
Health and Safety Trainee
Learning Outcomes**

Summary

The key objective of this role is for the trainee to gain the skills, ability and knowledge to begin a career in Health and Safety in either a generalist or specialist function.

Subject areas to be covered

H&S Administration
<ul style="list-style-type: none"> • Accident Recording • Accident Reporting – HSE • General Data Protection • Maintain H&S Manual • Computerised H&S systems, • H&S Budgeting – fire, security, PAT maintenance
H&S Documentation
<ul style="list-style-type: none"> • Risk Assessments, COSHH, • H&S inspections • Internal H&S assurance and compliance
H&S Culture
<ul style="list-style-type: none"> • Motivation, empowerment and H&S support • Employee engagement • Manager engagement • Learning & Development strategies • Learning activities • Learning styles
H&S Leadership
<ul style="list-style-type: none"> • The HSE’s model of effective health and safety leadership • The moral, legal and financial reasons for good health and safety leadership • How human failures can impact performance and culture



Managing risk
<ul style="list-style-type: none">• Identifying and assessing risk• Removing/mitigating risk• Safe practices of work• Compliance and monitoring
Legislation and regulations
<ul style="list-style-type: none">• Health & Safety at Work Act 1974• Fire Scotland Act 2005• Fire Safety (Scotland) Regulations 2006• Management of Health and Safety at Work Regulations 1999• Approved Codes of Practice (acops)• Promoting H&S across Kingdom

H&S Trainee Training Plan

When	What
Year 1	<ul style="list-style-type: none"> • KHA Organisational orientation <ul style="list-style-type: none"> ○ Vision, Mission and Strategy ○ People & Structure ○ Regulators – HSE, SHR, OSCR Care Inspectorate, HMO Inspectorate • H&S Administration <ul style="list-style-type: none"> ○ Files and records ○ General Data Protection Regulations ○ Computerised H&S systems ○ H&S Budget • H&S Documentation <ul style="list-style-type: none"> ○ Health & Safety Control Manual ○ Health and Safety Policy ○ Health and Safety Procedures ○ Accident reporting and recording • H&S Regulations and Legislation – through IOSH Course <ul style="list-style-type: none"> ○ Approved Codes of Practice (acops) ○ H&S controls e.g. Risk Assessments, PPE, etc
Year 2	<ul style="list-style-type: none"> • H&S Regulations and Legislation – complex <ul style="list-style-type: none"> ○ Health & Safety at Work Act 1974 ○ Fire Safety (Scotland) Regulations 2006 ○ Fire Scotland Act 2005 ○ Management of Health and Safety at Work Regulations 1999 • Managing risk
Year 3	<ul style="list-style-type: none"> • H&S culture • H&S leadership • Measuring and reporting H&S performance