

JOB DESCRIPTION: Health & Safety Assistant

Employer: United Christian Broadcasters Limited

Reporting to: Training & Compliance Lead

Location: United Christian Broadcasters Limited, Operations Centre, Stoke-on-Trent

Hours: Part time, 7.25 hours per week
Some flexibility may be required

Main Purpose of the Job:

Responsible for providing Health and Safety administration and working with the Training & Compliance Lead to ensure that the Health and Safety of UCB is undertaken, monitored and maintained.

Position in Organisation:

Departmental Director is Company Secretary

Reports to Training & Compliance Lead

Works closely with Facilities & Hospitality team, Fire Marshalls, First Aiders, Health & Safety Group

Duties and Key Responsibilities:

- Provide a professional point of contact to all service users; both internally and externally, ensuring that work undertaken accurately reflects UCB's Christian values and ethos
- Assist in the maintenance and development of the Health and Safety policy, H&S check rotas and general H&S documentation
- Maintain and develop the fire risk assessments
- Perform evacuation tests
- Perform weekly fire system checks at both Burslem and Hanchurch
- Perform general health and safety risk assessments
- Perform DSE assessments
- Check weekly all first aid kits in buildings are well maintained and stocked
- Ensure that the vehicle first aid kits are well maintained and checked
- Perform weekly perimeter and general lighting inspections
- Issue improvement requests to Head of Facilities and Hospitality
- Develop and maintain contractor protocol and documentation
- Low flow and temperature water checks to comply with Legionella Awareness
- Carry out ladder checks and monitoring across all UCB sites
- Maintain an up to date list of all pool vehicle drivers and ensure all associated documentation is current
- Maintain all records in accordance with the Data Protection Act respecting the confidential nature of the work in the role
- Undertake general office duties including filing and photocopying
- To respect and maintain the confidentiality of the processed material and ensure that any regulations concerning security or confidentiality (such as the safeguarding of passwords) are complied with

- To maintain the computer equipment in a clean and secure state, and to report any hardware or software problems promptly so that corrective action can be taken quickly
- To undertake training as required
- Attendance Internal and External H & S Group Meetings, where appropriate, to ensure knowledge of current trends & best practice is maintained.
- Work closely with the Training & Compliance Lead in developing Health and Safety requirements within UCB.

Such other duties that are within the scope of your skills and capabilities that may from time to time be reasonably required

Qualifications, Knowledge, Experience and Skills:

- Understanding of Health and Safety Laws and processes
- Health & Safety Qualification such as IOSH is desirable but not essential
- GCSE English & Maths Grade A-C or equivalent
- Willingness to keep up to date with Health and Safety requirements
- Good organisational and time management skills with an ability to prioritise diverse workload
- Strong communication skills both written and verbal with effective interpersonal and customer skills
- The ability to work accurately, with attention to detail
- Must be computer literate working confidently with Microsoft Office Suite

Person Specification:

- The commitment to participate in daily prayer time in order to promote team unity
- Be prepared to witness to the life changing message of Jesus and lead people to Christ as appropriate
- Be an Ambassador for Christ and UCB delivering a distinctly Christian service to colleagues and supporters
- To develop ways of introducing UCBs story in a manner that is relevant and engaging
- Must be flexible, with a can do and positive attitude
- Be approachable and work well within a team
- Fully understand the importance of confidentiality
- Have an ability to work alongside others offering support, encouragement and instruction
- Demonstrate honesty and integrity in all areas of work

Dated: March 2019

This Job Description does not form part of your Contract of Employment