



WORCESTER COLLEGE

UNIVERSITY OF OXFORD

Job Description & Person Specification

Job Title	Health and Safety Manager
Department	Works
Responsible to	Head of Works
Grade	Grade 7: £37,694 - £46,049 per annum, Full-time, 37.50 hours per week
Date	October 2026

Worcester College

Worcester is one of the 38 constituent colleges of the University of Oxford. Founded in 1714, it occupies the 26-acre site on the western side of the city where the Benedictines first founded Gloucester College in 1283. Some of the buildings of the earlier college survive, and the resulting mixture of architectural styles, together with the beautiful gardens, lake, and playing field, attract students and visitors alike. The College has c. 400 undergraduates and c. 200 graduate students; of these 260 students live within the boundaries of the College itself, and a further 200 live in College accommodation located within 300 metres of the College Lodge. Like all Oxford Colleges, Worcester is an independent self-governing institution regulated by the Charity Commission. The Governing Body comprises the Provost (Head of the College), who chairs it, and 51 further Fellows: together they are responsible for the admission and tuition of students, for the welfare of all students and staff, and for the College's finances.

Further information about the College is available on our website at www.worc.ox.ac.uk

Job Purpose and Responsibilities

Key responsibilities:

- **Lead Fire Safety Management:** Take responsibility for the management and continuous improvement of fire safety across the College estate, ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005 and all relevant legislation.
- **Fire Risk Assessments:** Coordinate, review and maintain fire risk assessments across all buildings, ensuring they are reviewed annually and following any significant changes, with identified remedial actions monitored through to completion.
- **Fire Safety Systems and Equipment:** Oversee the inspection, testing, servicing and maintenance of fire alarms, detection systems, emergency lighting, smoke vents, dry

risers and firefighting equipment, ensuring faults are addressed promptly and accurate records maintained.

- **Fire Drills and Emergency Planning:** Plan, coordinate and evaluate regular fire evacuation exercises, including termly College-wide drills and weekly summer school drills. Maintain and review emergency procedures, tactical fire plans and fire salvage plans in consultation with relevant stakeholders and the local fire service.
- **Fire Safety Training and Awareness:** Develop and deliver fire safety guidance and awareness programmes for staff, Fellows and students. Identify fire warden requirements, arrange appropriate training and ensure evacuation procedures and fire safety signage are clearly displayed throughout the estate.
- **Health and Safety Compliance:** Lead the development, implementation and review of the College's Health and Safety policies, procedures and strategy, promoting a positive safety culture and ensuring compliance across all departments.
- **Risk Assessments and Audits:** Conduct and oversee risk assessments, inspections and audits across a diverse estate, including heritage buildings, student accommodation, kitchens, events and conference facilities. Provide practical advice and monitor corrective actions.
- **Statutory Compliance and Contractor Management:** Work closely with the Works Department to oversee statutory compliance, including fire safety, asbestos, water hygiene, electrical and gas safety, and COSHH. Manage contractors and service providers, ensuring appropriate risk assessments, method statements, insurance and service records are in place.
- **Incident Management and Reporting:** Investigate accidents, incidents and near misses, identify trends and implement preventative measures. Maintain accurate records, complete RIDDOR reporting where required and prepare regular reports for the Health and Safety Committee.
- **Training and Staff Competence:** Coordinate Health and Safety training, inductions and refresher courses, maintaining accurate training records and identifying gaps in departmental compliance.
- **Policy, Documentation and Continuous Improvement:** Maintain accurate compliance records, emergency plans, fire logs, system schematics and inspection schedules. Work with the Head of Works and departmental managers to implement improvement plans and ensure their effectiveness.
- **Budget and Contract Oversight:** Obtain quotations, support budget planning and manage relevant service contracts, including fire alarm systems, smoke detection and firefighting equipment.
- **Advice and Stakeholder Engagement:** Provide expert Health and Safety advice across day-to-day operations and capital projects, working collaboratively with departmental heads, external regulators, contractors and emergency services.
- **Emergency Response:** Be available to provide support during emergency situations and attend the College site when required, including on a 24-hour basis.

Person Specification

The successful candidate will have experience in a customer service role and have excellent communication and teamwork skills. Candidates will be assessed on the basis of the criteria set out below and should ensure that their application provides evidence of how they meet the criteria.

Criteria	Essential	Desirable
Knowledge and Qualifications		
A recognised Health & Safety qualification (e.g., NEBOSH General Certificate or equivalent)	X	
NEBOSH Level 6 diploma		X
NEBOSH Fire Safety Certification		X
Emergency first aid at Work	X	
Strong knowledge of UK Health & Safety legislation and best practice.	X	
Strong background in fire safety management and UK legislation	X	
Experience		
Experience in management of Health and safety in a construction setting, in particular application of CDM regulations and management		X
Experience of working within an educational setting including student accommodations and young people (under 18 years)	X	
Experience of working with historical buildings		X
Proven experience in managing Health & Safety in a complex, multi-site environment — ideally within education, heritage, or hospitality sectors.	X	
Experience in incident investigation, risk assessment, and safety training delivery.	X	
Personal Qualities		
Professional	X	
Organised and methodical	X	
Excellent communication skills, with the ability to influence and engage people at all levels.	X	

A proactive, solutions-focused mindset and the ability to balance compliance with practicality.	X	
Able to work under own initiative and set an example to others	X	

Application process:

If you would like to apply, please submit your application on our website along with your Covering letter [here](#). Please also complete the EDI form by following the link below the application form.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now. We highly recommend uploading all documents as PDF files with your name and the document type in the filename. All applications must be received by [midnight](#) UK time on the closing date stated in the online advertisement.

Closing date: [8th November 2026, 00:00](#)

Interview date: Week commencing 23rd November 2026

If you are offered the post, the offer will be subject to standard pre-employment checks including Right to Work, proof of identity and two references (including your most recent employer) and basic DBS check.

Staff are requested to work in a way which reduces their environmental impact and uses resources effectively. This includes commitment to the College Environmental Sustainability Policy, and Procurement and Purchasing Policy.

Worcester College is equal opportunities employer and welcomes applications from all suitably qualified candidates from all backgrounds. Worcester College actively welcomes diversity amongst its staff and students. As a Disability Confident employer, all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability.