Kingston University London

Job Description

Job Title	Faculty Health & Safety Adviser		
Grade	8	**Directorate/Faculty**	Kingston School of Art
Department	Professional Services	**Reports to**	

Job purpose

- To provide professional health and safety advice, guidance and support across the Faculty, ensuring that activities are undertaken in accordance with relevant legislation, University policy and recognised good practice.
- Acting as the key liaison between stakeholders, the postholder will support the development, implementation and continuous improvement of Faculty health and safety management arrangements, working closely with academic, technical and professional services colleagues to develop practical and proportionate solutions that support teaching, research, creative practice, exhibitions, events, fieldwork and externally delivered projects.
- The postholder will provide specialist advice to Faculty leadership, managers and staff to promote statutory compliance, effective risk management and a positive safety culture, ensuring that controls are proportionate to risk whilst enabling creativity, innovation and academic excellence.
- The role acts as the Faculty's principal source of health and safety expertise and serves as the key link between the Faculty and the University's corporate health and safety function, supporting the implementation of University health and safety policies, standards and management systems at a local level.

Role & Responsibilities

Health and Safety Advice

- Provide professional advice and guidance to managers, technicians, academic staff and students on health and safety matters.
- Support compliance with statutory requirements and University policies.
- Work collaboratively with colleagues to develop practical risk controls appropriate to Faculty activities.
- Interpret legislative and policy requirements and communicate these in an accessible and practical manner.
- Escalate significant concerns and emerging risks where appropriate.
- Advise on the management of health and safety aspects of exhibitions, events, performances, installations, temporary works, public-facing activities and specialist creative projects.

Risk Management

- Support the development, review and implementation of risk assessments and safe systems of work.
- Provide specialist advice on Faculty activities.
- Maintain and further develop Faculty health and safety guidance and local codes of practice.

Monitoring and Assurance

- Develop and deliver programmes of workplace inspections and compliance reviews.
- Monitor implementation of agreed control measures.

- Track and report actions arising from inspections, audits and incidents.
- Support Faculty managers in achieving continuous improvement in health and safety performance.
- Contribute to University audit and assurance activities where required.
- Liaise with Estates, contractors and external stakeholders where required.

Incident Investigation

- Investigate accidents, incidents and near misses.
- Identify immediate, underlying and root causes where appropriate.
- Produce reports and recommendations.
- Monitor trends and identify opportunities for preventative action.
- Support compliance with accident reporting requirements.

Governance and Reporting

- Coordinate Faculty health and safety governance arrangements.
- Support Health and Safety Committee meetings and local safety groups.
- Prepare reports, statistics and performance information.
- Assist in producing annual health and safety reviews and action plans.
- Maintain appropriate Faculty health and safety records.

Training and Awareness

- Assist with the delivery of training and coaching on all Health and Safety matters with particular attention to CoSHH, Manual Handling, Risk Assessment, and any other mandatory modules.
- Develop guidance material and communication campaigns.
- Support managers in identifying training and competency requirements.
- Promote positive health and safety behaviours across the Faculty.

Systems and Information Management

- Act as Faculty lead user for health and safety management systems.
- Maintain Faculty data, records and performance information.
- Produce reports and trend analysis to support decision making.
- Support implementation of system improvements and new initiatives.

General Requirements

All Kingston University Staff are expected to demonstrate and work towards developing the Values Framework:

- **Innovative**: To apply new methods or ideas to facilitate progress
- **Inclusive:** To value the diversity of students and staff, treating them respectfully
- **Enterprising:** To recognise and act on opportunities
- **Ambitious**: To pursue excellence for oneself, the University, and our communities

The postholder must always carry their responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.

It is your responsibility to carry out your duties in line with our EDI policy and strategy and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

You must promote and safeguard the welfare of students/ staff that you are responsible for or come into contact with.

Please note that job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

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Person Specification

Knowledge & Qualifications	Essential	Desirable
• NEBOSH General Certificate or equivalent Level 3 health and safety qualification	✓	
• A sound working knowledge of Health and Safety legislation and supporting Regulations	✓	
• Understanding of risk assessment methodologies and incident investigation techniques	✓	
• Tech IOSH membership or above		✓

Skills & Competencies	Essential	Desirable
• Experience of providing health and safety advice within a large, complex organisation.	✓	
• Ability to build effective working relationships and influence staff at all levels, including managers and senior leaders.	✓	
• Ability to interpret and apply health and safety legislation, standards and guidance in a practical and proportionate manner.	✓	
• Experience of developing and reviewing risk assessments, safe systems of work and other risk management controls.	✓	
• Experience of undertaking inspections, audits and incident investigations, and making recommendations for improvement.	✓	
• Ability to communicate effectively through reports, guidance, training and presentations.	✓	
• Ability to organise and manage a varied workload, balancing competing priorities and deadlines.	✓	
• Ability to analyse information and performance data to identify trends and support continuous improvement.	✓	
• Proficiency in Microsoft 365 and relevant health and safety management systems.	✓	
• Experience of supporting specialist environments such as workshops, studios, events, exhibitions, fieldwork or other higher-risk activities.	✓	
• Experience of working within Higher Education, Further Education, research, arts or creative environments.		✓
• Knowledge of ISO 45001 or other recognised health and safety management systems.		✓

Important Working Relationships		
Dean of Faculty / Heads of School	Provide assurance on Faculty health and safety performance, emerging risks, significant incidents and compliance matters. Support delivery of Faculty objectives and improvement plans.	Monthly/As required
Workshop Managers and Technicians, Academic Heads of Department	Develop and review risk assessments, safe systems of work, inspections, training requirements and controls for specialist workshops, studios and technical spaces.	Weekly
Corporate Governance Team	Support implementation of University health and safety policies, procedures, reporting requirements and compliance initiatives.	Monthly
Estates and Campus Services	Coordinate building, maintenance, contractor and project-related health and safety matters, including inspections and remedial actions.	As required
External Regulatory Bodies as required	Liaise regarding inspections, investigations, statutory reporting and compliance matters affecting Faculty activities.	Occasional