



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Health and Safety Adviser

Department/Division: LSE Executive Office

Accountable to: Head of Health and Safety

Job Summary

The School's Health and Safety Team has a very interesting and varied remit. As well as providing expert advice on health and safety matters, the Team also manages travel risk across the School.

The Health and Safety Adviser will support the Head of Health and Safety in developing and delivering the Health and Safety strategies which fall within the Health and Safety Team's remit. The role holder will provide competent advice and guidance on all health and safety matters across the School in accordance with the relevant legislation to ensure compliance and best practice and will undertake a key role in implementing audit recommendations in all operational areas. The Health and Safety Adviser will be required to work out of hours on occasion.

Duties and Responsibilities

As part of their role the Health and Safety Adviser will:

- Provide competent health and safety advice, support and guidance to leaders and managers throughout the School.
- Work with key stakeholders across the School to improve and harmonise health and safety practices and implement audit recommendations.
- Analyse and evaluate accident & incident reports; maintain accurate and detailed records and investigate where necessary. Support and undertake investigations into accidents and incidents to identify hazards and recommend improvements. Provide the formal reporting and collation of all legally required RIDDOR reports.
- Assist in the collation and analysis of health and safety and travel risk performance management data, and preparation of management reports.
- Contribute to the on-going implementation of the on-line risk assessment and accident and incident reporting software to ensure that its use is fully embedded across the School.
- Arrange health and safety committee meetings, take, write, and circulate minutes etc. as required.



- Use expert knowledge and experience to review, update and develop School safety information, policies, plans and procedures to ensure compliance.
- Coordinate the response to travel requests from staff and students to include giving advice on travel insurance cover.
- Liaise with the travel insurance broker when necessary.
- Communicate health and safety advice and guidance effectively and positively to all levels of staff in the School.
- Assist with maintaining the H&S webpages.
- Attend and contribute to relevant Team, Safety Committee meetings and working groups.
- Be an active member of the Health and Safety Team able to work under own initiative, ask for help when needed and provide cover for colleagues.
- Develop mutually beneficial relationships with a range of colleagues at all levels in other LSE Departments and Divisions.
- Liaise with other members of the Division and School and proactively share information and data to foster a cohesive and collaborative approach to the management of H&S and travel risk across LSE.
- Develop and maintain links with other teams across the School to raise the profile of travel risk and health and safety management.
- Participate in networks internally and externally – enabling good relations are maintained to ensure that individuals are consistently given a good impression of the School.
- Manage competing deadlines and priorities; make judgements for when matters need to be escalated to other team members or external consultants.
- Proactively approach the role and use own initiative to evaluate and improve working practices and procedures escalating to the Head of Health and Safety as necessary.
- Find pragmatic solutions to H&S issues that are within the organisation's risk tolerances.
- Identify potential areas of development to enhance the support that the Health and Safety Team gives to staff and students across the School.
- Ensure Continued Professional Development to keep up to date with health & safety related legislation and other statutory requirements, assessing the impact on the University and making recommendations for improvement where required.
- Analyse H&S data to identify trends and other areas for improvement.
- Maintain awareness of, and provide advice on, School support services to staff and students, directing enquirers to the appropriate services.
- Provide a supportive and receptive environment for staff and students to report incidents, dangerous occurrences and accidents.



Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.