**Job Specification:** Health and Safety coordinator

**Reporting to:** Centre Manager

**Salary Range:** up to £14 per hour

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| **Key responsibility:**  | **Performance measure** |
| To test and report on all Health and Safety checks weekly |  |
| Carry out a number of evacuation drills and procedure drills annually.  |  |
| Keep up to date with current health and safety knowledge and advise the Centre Manager and Trustees. |  |

**Key Tasks**

* Test emergency lighting weekly
* Test fire doors weekly
* Test fire alarms weekly
* Visually check fire extinguishers weekly
* Visually check all portable appliances weekly
* Complete fire log books and upload
* Flush the water in each building weekly
* Check cleanliness of each building weekly
* Act as the responsible health and safety person for the business
* Get involved in the annual health and safety audit
* Check boilers and top up as required weekly
* To collect and upload catering checks weekly
* Carry out 6 monthly fire drills
* Carry out annual procedure drills
* Update and advise the Centre Manager on current Heath and Safety topics and issues

**Key Skills**

* Attention to detail
* Excellent administrative skills, written and verbal communication.
* IOSH qualification or willing to complete a 4 day online course
* Willing to complete other courses as required

**Responsible for:** No Line management responsibilities

**Working hours:** 5 hours per week. Mondays 9am to 2pm. Some additional hours may sometimes be required.