

# Job Description

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|----------------------------|------------------------------|-------------------|
| <b>Job title</b>           | Health and Safety Apprentice | <b>Date</b> 09/25 |
| <b>Reports to (title)</b>  |                              |                   |
| <b>Contract/Department</b> | BBC                          | <b>Revision</b> 1 |
| <b>Location</b>            | Manchester                   |                   |

## Job purpose

Describe the overall purpose of the job in two or three sentences.

The HSE Apprentice will work within the Safety, Assurance and Wellbeing team in providing advice and support to the site team of the organisation whilst learning of the statutory HSE legislative requirements and how they are embedded within the company's operational controls. They will support the site team in ensuring that the legal and company HSE controls are implemented and aligned with the account specific safety culture.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Assist the site management team in the development, management, implementation and monitoring of the company's Health, Safety and Environmental Management System by reviewing and updating systems in line with legislative changes or best practice, supporting the operational teams and undertaking workplace inspections.

Learn to provide advice on the practical implementation of the company's HSE policies and procedures, applying industry guidance into the context of the workplace.

Learn to identify hazards and evaluate associated risks.

Learn to support the practical application of the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products.

Learn to support and assist in the implementation of HSE inspections and monitoring systems demonstrating the balance between enforcement and internal support.

Learn to undertake and/or assist with the monitoring, analysis of and reporting of HSE performance.

Learn to prepare and maintain records relating to health, safety and environmental matters that comply with legal and workplace requirements and are accessible to those who are authorised to use them. e.g., records associated with Provision and Use of Work Equipment

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Regulations, Lifting Operation and Lifting Equipment Regulations, Noise at Work Regulations, Hand Arm Vibration Regulations or Environmental Permitting Regulations.

Assist the site team in establishing, managing and maintaining relationships with external stakeholders such as local authorities, Health and Safety Executive, Environment Agency, Occupational Health, Occupational Hygienists and others as required and directed.

Learn to research Health, Safety and Environmental issues and best practices. Review updates of health and safety regulations e.g. changes to Construction, Design and Management Regulations or updates to the Control of Substances Hazardous to Health along with workplace instructions, making sure that information is from reliable sources.

Assist and/or support the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents as directed.

Learn to recognise where decisions have a financial cost and impact on operational service delivery.

Successful candidate will be expected to complete their NEBOSH general certificate alongside the apprenticeship.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Communicate effectively: Be able to contribute effectively in both spoken and written styles, adapting to the audience to present information in an assertive and engaging way.

Work effectively in a team: Be able to work with others (colleagues, suppliers, clients and the public) and lead by example in a collaborative and non- confrontational way. Be able to adjust to change in relation to the requirements of the organisation.

Learn to contribute to a positive HSE culture. Challenge behaviour that is inconsistent with HSE culture, respecting the culture and values of others in contributing to that positive HSE culture. Positively influence behaviour in others to achieve desired outcomes and resolve conflicts.

Learn to drive Innovation: Be able to identify areas for improvement and suggest sustainable innovative solutions.

Learn to use their Professional Judgement: Be able to work within own level of competence, know when to seek advice from others.

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Apply the code of ethics: Work within rules and regulations of professional competence and code of conduct as defined by a professional institution. Be able to resist pressures to allow others to utilise unsafe working practices.

Commit to equality and diversity: Apply attributes of equality and diversity to meet the requirements of fairness at work.

Continue their professional development, maintaining excellent levels of attendance at college/tutor sessions where applicable and appropriate and successfully achieving a level of health and safety qualification where defined.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- GCSE (or equivalent) in English and Mathematics at Grade C/4 or above.
- Enthusiasm for promoting safe work practices and environments.
- Able to listen carefully and explain information clearly to colleagues at all levels.
- Thorough and precise when assessing risks and monitoring safety procedures.
- Ability to manage tasks, follow procedures, and maintain accurate records.
- Open to developing new skills, knowledge, and qualifications related to health and safety.
- Ability to identify potential hazards and contribute to practical solutions.
- Able to work cooperatively within a team and follow guidance from supervisors.
- Comfortable using computers and software to record and report information.
- Able to work well with others and accept guidance and feedback
- Admin experience is preferred

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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|---------------------|--|
| <b>Line Manager</b> |  |
| <b>Signature</b>    |  |

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|                   |  |
|-------------------|--|
| <b>Print Name</b> |  |
| <b>Date</b>       |  |

|                                 |  |
|---------------------------------|--|
| <b>Job Holder<br/>Signature</b> |  |
| <b>Print Name</b>               |  |
| <b>Date</b>                     |  |

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|-------------------------|--|-------------------------------|--|-----------------------------|--|
| <i>FOR HR USE ONLY:</i> |  |                               |  |                             |  |
| <i>Job Grade</i>        |  | <i>EMCOR Competency Level</i> |  | <i>Training Profile UTC</i> |  |