**JOB DESCRIPTION**

**CHIEF EXECUTIVES**

**JOB TITLE:** Health and Safety Apprentice

**DIVISION:** Corporate Services

**RESPONSIBLE TO:** Health Safety and Risk Manager

**Purpose of Post**

To learn and assist in the provision of Health and Safety advice and assistance across Hartlepool Borough Council.

**Main Duties and Responsibilities**

**The Health and Safety Apprentice will be expected to:**

* Learn about Health and Safety legislation, approved standards including fire safety and Hartlepool Borough Council Health and Safety policies to assist all departments to maintain a high level of health and safety standards.
* Learn how to identify and assess hazards and risks assessment methods to be able to provide practical support and advice to departmental teams.
* Learn to use the software packages used within the Health, Safety and Risk Team to assist in the management and performance of health and safety.
* Learn about and understand health and safety performance reports, so as to be able to provide assistance and support to improve health and safety performance using key performance indicators.
* Learning and developing skills and techniques to be able to independently deliver health, safety and fire training, including structured learning courses, safety briefings and tool box talks.
* Attending and observing relevant training courses and gaining relevant qualifications to develop occupation health and safety knowledge and skills.
* Observing and assisting, whilst also learning on the job, with all health and safety inspections, audits and risk assessments with an aim of independently conducting safety visits and audits.
* Providing general support to the Health and Safety Team and answering email and telephone requests
* Attending meetings with Health and Safety advisors and the Health and Safety manager, to gain an understanding of formal meeting structures and processes.
* Any other duties of a related nature which might reasonably be allocated and required by the Line Manager and Senior Staff.

Maintain compliance with Hartlepool Borough Council’s Code of Conduct and act in a courteous manner when dealing with customers and other appropriate bodies.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 5 July 2019

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**