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| Job title: Health and Safety Co-ordinator (Integrated within Ramp Services) |
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Department: Health and Safety

Reporting to: Health and Safety Advisor

Location: CAH

Grade / salary: Level 1

Date: May 2016

Main purpose of job:

To assist the Health and Safety Advisor with ensuring that H&S safety legislation is adhered to, and LCY policies and procedures are adopted, therefore promoting a positive health and safety culture within London City Airport.

Main tasks of the job

Ensure that Health and Safety legislative requirements are met

Arrange and conduct work place inspections with the Health and Safety representatives on a weekly basis. Collate records of inspections findings, ensure areas where improvement is identified that it is addressed to agreed timescales.

Produce reports on a monthly basis for review with the H&S Advisor.

Administration of department incident/ safety/accident reporting scheme, and promulgation of reports to the appropriate management representative.

Collation and promulgation of monthly Safety reports to members of the LCY Safety team and the departments Management team

Participate in the monthly Safety review Group where all accident/incidents will be reviewed with representative of the Safety team

To carry out the Health and safety induction of new staff

To work closely with ramp services leadership team to discuss accidents/incidents and any actions /recommendations required

Collate department COSHH data and input into centralised system

Review department risk assessments. Assist with completion of risk assessments with relevant departmental staff. "Walk the walk" to ensure highlighted issues are managed

To assist with Accident Investigations for departmental related incidents, identify root causes and suggest recommended corrective actions to mitigate further repetitions of similar incidences

To collate noise and air quality testing around the airport as and when required.

Produce statistical analysis of data.

Promote a positive health and safety culture throughout the Company

Shall ensure that TRACA's are carried out and administer collation of results and any actions required

Carry out Root Cause Analysis for Manual Handling accidents

Provide input into Case and Safety events and other safety campaign activity.

Advise the Safety Representatives on matters relating to health and safety.

To actively support and engage with the Health and Safety representatives in developing an improved safety culture.

Ensure DSE assessments are carried out within the department, with any deficiencies being advised to the H&S advisor, carry out a plan of rectification.

To work closely with other H&S co-ordinators to ensure a consistent approach to H&S matters is being applied across all areas of the business.

To meet with members of the Safety team, at all levels, to discuss relevant Safety matters, updates in legislation, changes in working practises etc

To assist with H&S training, delivery of tool box talks and coaching others in H&S matters

To assist with H&S auditing of various areas of the business and third parties

Working with the Training and Compliance teams to develop safe operational procedures which identify and take account of all relevant hazards

Carrying out regular site inspections to check policies and procedures are being properly implemented

Attend relevant training course/seminars to develop H&S knowledge and competence

To assist with various ad hoc duties as reasonably required from time to time

Working conditions

Working hours: Monday to Friday 0900 – 1730 (40 hours a week with half an hour for lunch) with infrequent weekend work.

40 hours per week

Some Flexibility with regard to hours will be required.

Occasional weekend or shift working may be required

*Accountabilities:

- Develop close relationships with Ramp Service Management and Training team

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---|---|--|
| 1. Education & training | <ul style="list-style-type: none"> ▪ Minimum of 5 GCSE's (including English grade A-C) | <ul style="list-style-type: none"> ▪ Training qualification ▪ Health and Safety Qualification |
| 2. Experience | <ul style="list-style-type: none"> ▪ Ground handling operational experience ▪ Delivering presentations/ information to a diverse set of stakeholders ▪ Developing administration and record keeping systems | |
| 3. Specialist skills & knowledge | <ul style="list-style-type: none"> ▪ Risks and hazards knowledge ▪ Knowledge of HSE requirements ▪ Knowledge of SHE Programme ▪ Computer literate familiar with Microsoft excel, word and PowerPoint ▪ Excellent written and verbal communication skills | <ul style="list-style-type: none"> ▪ Knowledge/ experience of Health and Safety within LCY ▪ Statistical analysis and presentation |
| 4. Personal qualities | <ul style="list-style-type: none"> ▪ Ability to deliver presentations and information in an engaging way ▪ Ability to articulate | <ul style="list-style-type: none"> ▪ Innovative ▪ Good listener |

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|------------|--|-----------|
| | <p>complex messages in a way that is simple and easy to understand</p> <ul style="list-style-type: none"> ▪ Ability to build relationships with internal teams and 3rd parties ▪ Organised and methodical ▪ Ability to work on own initiative ▪ Articulate ▪ Able to work as part of a team and collaborate where necessary ▪ Able to prioritise workload ▪ Excellent attention to detail ▪ Ability to work under pressure and to deadlines | |

***Performance Measures:**

- Attends department PDR
- Produces monthly reports for department Manager and Safety team.
- Meets timescales for Accident Investigation process.
- Ensures the departmental Risk assessments are to a good standard and are kept current.
- Provides input to Case and Safety events
- Work with the Ramp Management team to reduce accidents within the Ramp Services department
- TRACA records are collated each month and spread sheet updated
- Engage with Ramp Team to improve knowledge and competence in H&S matters
- Attends meetings with H&S Advisor, as required
- Brings operational learning to team meetings and shares
- Delivers toolbox talks to staff and coaching in H&S matters to staff
- Carries out work area inspections with H&S reps
- No H&S non-compliance on departmental audits
- Develop H&S reps to be proactive in developing a positive H&S culture

Working conditions

- To work in busy, friendly office environment

- 40 hour week (9.00 - 17.30 with half an hour for lunch); some flexibility required
- Some additional hours may be required to accommodate operational requirements, this may require weekend, overnight working