

Lancaster City Council - Job Description & Person Specification

Job Title:	Health and Safety Apprentice	Grade:	Apprentice Year One to £14,566. Increase in Year Two to £23,557.	Job Code:	LCC803
Service/Team:	People & Policy	Role Type: *Delete as appropriate	HYBRID	Reports to: *Title & LCC Code	Senior Corporate Health and Safety Manager LCC Code
Line Managers: *Title/s & LCC Code	Not applicable				

Job Overview

As a Health and Safety Apprentice at Lancaster City Council you will play a crucial role in supporting the development, implementation, monitoring and review of health, safety and wellbeing policies across various council services, including offices, public facilities, parks, waste management, and community services.

You will assist our Health and Safety Managers and Resilience and Community Safety Officer in ensuring compliance with UK health and safety legislation, conducting risk assessments, and promoting a positive culture of health safety and wellbeing across all council operations.

This role offers hands-on experience while working towards The Level 3 Safety, Health and Environment (SHE) Technician apprenticeship.

Direct Responsibilities

- Support the Corporate and Depot Health and Safety Managers with any health, safety or environmental duties as and when required.
- Document control including administration of computer database systems (including My Compliance), maintenance of records and preparation of documents for issue.
- Arranging of meetings, documenting and providing minutes. Including attending health and safety related meetings.
- Assisting in completion and review of risk and COSHH assessments for council offices, parks, waste collections, trade activities and commercial buildings.
- Supporting the investigation of workplace incidents, near-misses, and accidents, and helping to implement corrective actions.
- Assisting in safety inspections and audits across council properties and services.
- Assisting with the monitoring, analysis of and reporting of health and safety performance and assisting with corrective action completion
- Helping to monitor compliance with health and safety legislation and council policies.
- Supporting the development and delivery of health and safety sessions – online, face to face, collating toolbox talks/safety briefs for council staff, contractors, and volunteers.
- Supporting with DSE Assessments
- Contributing to safety awareness campaigns for both employees and the public.
- Assisting in updating health and safety policies and procedures in line with UK regulations.
- Keeping accurate records of incidents, risk assessments, and safety checks.

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- Helping to ensure contractors comply with council health and safety standards.
- Assisting the health and safety team with health and safety improvements.
- Supporting the Resilience and Community Safety team where required.

Primary Measurable Objectives

- Completion of all required health and safety training modules within the apprenticeship programme.
- Conducting risk assessments.
- Undertaking accident or incident investigations.
- Completing site inspections or audits.
- Ensuring timely and accurate record-keeping for incidents, risk assessments, and training activities.
- Contributing to safety culture initiatives and campaigns
- Supporting the implementation of corrective actions within agreed timeframes after inspections or incidents.
- Demonstrating increasing confidence in delivering health and safety briefings or training.

Staff Management Responsibilities

As an apprentice, there are generally no direct staff management responsibilities. However, the role will involve:

- Working with different council departments, including Corporate Health and Safety, public place and environmental services, resilience and community safety team, and HR, to promote workplace health and safety.
- Encouraging compliance with health and safety policies amongst staff, contractors, and volunteers.
- Assisting in coordinating health and safety training, ensuring attendance and engagement.
- Signposting and providing guidance to colleagues on basic health and safety procedures.
- Helping to ensure contractors follow council safety requirements, particularly for maintenance and public works projects.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	Commitment and ability to complete a Health and Safety Apprenticeship GCSE English Grade 4 or above	Relevant certifications or qualifications i.e. IOSH is advantageous but not essential.	App Form, Interview, Certificate
Experience	Excellent written and verbal skills. Experience managing tasks with a proactive and problem-solving mindset.	Previous administrative experience.	App Form, Interview
Job Related Skills, Knowledge & Abilities	A willingness to learn about new systems and practices. Strong communication and customer service skills with an ability to communicate clearly and effectively with peers and supervisors. Proficiency in basic computer skills, including the use of Microsoft Office applications. Possess strong organisational skills. Demonstrate professionalism and integrity at all times.	Comfortable engaging in group discussions and presenting information. Awareness of UK health and safety legislation. A basic understanding of health and safety principles.	App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	Commitment to providing a safe workplace culture. A proactive team player with the ability to work collaboratively while also using your own initiative to complete tasks effectively and independently. A passion for continual learning and professional development. Pride in attention to detail to ensure accuracy and efficiency	A confident individual who communicates effectively, makes decisions with assurance, and approaches challenges with a positive and proactive mindset. A flexible and adaptable individual who thrives in changing environments, quickly adjusting to new challenges and priorities.	App Form, Interview
Special Requirements/Other	Ability to travel to locations as the job is a transient role	A full UK driving license is desired.	App Form, Interview

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	around the district and you will travel frequently between locations.	The flexibility to occasionally work outside of usual working hours, where emergency situations may arise.	
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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	