

JOB DESCRIPTION

Job title	Health and Safety Apprentice
Team	Health and Safety
Reports to	Head of Health and Safety
Location	Shoreham Port
Remote Working	B

Role Summary

The Health and Safety Apprentice will form a key part of the Health and Safety Team, supporting the Port's Master Plan commitment: all home safe and well daily.

This role involves supporting teams across the Port with identifying and addressing health and safety risks as well as maintaining core confidential health and safety information such as incident reports, activity risk assessments and training records.

Key tasks and responsibilities

- Provide support to the Head of Health and Safety in ensuring the Port is compliant with legal requirements.
- Take part in safety inspections and learn how to identify hazards and implement controls.
- Help investigate incidents including accidents and near misses and present your findings.
- Participate in Safety Improvement Team meetings with colleagues from across the Port and support in promoting a positive health and safety culture.
- Learn how to draft and review Risk Assessments and Safe Systems of Work, and support in ensuring that all documentation, e.g. risk assessments and Control of Substances Hazardous to Health (COSHH), are reviewed and updated when required.
- Track training records and ensure that all training is kept up to date.
- Assist with the coordination of statutory inspections e.g., fire safety equipment, first aid kits etc.
- Take ownership of a specific safety project such as improving pedestrian signage or updating a specific safety notice board.
- Provide general administrative support for the Health and Safety team.
- Any other duties as directed.

Key skills/Person specification

- Keen attention to detail.
- Proficient in the use of Microsoft Word, Excel, PowerPoint and Outlook.
- Strong communication skills – both verbal and written.
- Ability to multitask and prioritise.
- Inquisitive, with a strong desire to learn.
- Ability to challenge and contribute towards process improvements.
- Team player.
- Full clean driving license beneficial but not mandatory.

Health & Safety – all home safe and well daily

- Highlight unsafe behaviours and conditions to ensure we all go home safe and well daily.
- Report all accidents and near misses so they can be investigated and acted upon.
- Follow training and guidance provided, if unsure ask for support.

- Ensure all processes are followed and raise any issues with line managers or the health and safety team.
- Ensure equipment provided is used, stored, and maintained in accordance with instructions and risk assessments.
- Play an active role in improving health and safety at the Port.

Our Values

