



NATIONAL HORSERACING COLLEGE
JOB DESCRIPTION

Ref: HR1-48
Revision Date:
Revision:

POST TITLE: Health and Safety Assistant
DEPARTMENT: Admin
SUPERVISOR: Lead HR & Admin
LINE MANAGER: Chief Executive (CEO)
DATE COMPILED: August 2026

GENERAL

The post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject, and:-

- With full regard for National Horseracing College's equality and diversity, health and safety and safeguarding children and young people, prevent duty and British values requirements;
- To achieve individual and team targets assigned through the College's annual planning and staff appraisal processes;
- Subject to National Horseracing College's approved strategies, policies and procedures.
- ***Any breach of confidentiality in relation to the sensitive information, Code of Conduct, ICT usage Policy, College staff or learners, is considered a dismissible offence.***

This job description sets out the duties of the post at the time of preparation, but these may vary. Any changes to the duties and responsibilities are implemented after consultation with the post holder. This job description will be subject to annual review as part of the staff appraisal process.

ROLE & RESPONSIBILITIES

The Health and Safety Assistant plays a crucial role in ensuring workplace safety by implementing safety policies, conducting workplace inspections and promoting compliance with health and safety regulations.

1. MAIN DUTIES

- 1.1 Provide administrative support to the Lead HR & Admin and the CEO.
- 1.2 Contributing to the continuous improvement of Health, safety and wellbeing standards across the site.
- 1.3 Be pro-active in working to reduce the risks on site by carrying out regular site walks and checks across the workplace, spotting hazards, unsafe behaviours or anything that needs putting right.
- 1.4 Follow up actions from the Annual Croner Health and Safety Audit, accident reports, and near misses.
- 1.5 Inform the Lead Maintenance of the actions from the Legionella Testing and update the tracker for the same.
- 1.6 Support managers and team leaders with practical health and safety advice, helping them understand what needs doing and why it matters.
- 1.7 Deliver health and safety inductions for new starters.
- 1.8 Working with key staff in creating, managing and reviewing risk assessments.
- 1.9 Keep notice boards, safety communications and key information current, clear and useful.
- 1.10 Administer driving licence checks for new starters and annually for staff to ensure compliance with legal requirements.
- 1.11 Ensure COSHH records are up to date.
- 1.12 Organise the annual Portable Appliance Testing (PAT).
- 1.13 Organise the annual service of the Lightning Protection System.
- 1.14 Administer and record the quarterly checks of the First Aid boxes, in compliance with the Health and Safety (First Aid) Regulations 1981.
- 1.15 Organise the Fire Drills (3-monthly for the FC) and termly for DEC and the 14-16-year old programme, ensuring records are kept.
- 1.16 Carry out the weekly fire call point checks and update the records for the same.
- 1.17 Utilise BrightSafe so we can swap from a paper-based system to an electronic one, (BrightSafe is a comprehensive health and safety management software).

2. ANCILLARY DUTIES

- 2.1 To take payments using the credit card machine
- 2.2 In the absence of colleague book in / register the incoming mail.
- 2.3 In the absence of colleague administer the outgoing mail.
- 2.4 In the absence of a dedicated Receptionist, along with other admin staff; ensure that telephone calls are answered and dealt with in a polite and efficient manner, with messages taken and passed on as and when appropriate.

OTHER DUTIES

To undertake any additional duties commensurate with the grade of the post that may be required in addition to those already stipulated.

RISK ASSESSMENT

A risk assessment has identified that the following hazards are associated with the undertaking of the duties and responsibilities of this post.

☒ regular visual display unit (VDU) use	☐ normal vision/normal colour vision* is essential
☒ driving vehicles	☐ working in a noisy/dusty* atmosphere
☐ preparing, handling or cooking food	☐ use of/working near* machinery
☐ working in a food preparation area	☐ use of hazardous substances
☒ lone working	☐ working at heights
☐ other – <i>please specify</i>	

* delete as appropriate

POST HOLDER'S AGREEMENT

I understand and agree to the duties and responsibilities of this post.

Post Title:	
Name (please print)	
Signed:	Date:

Send a signed copy to Human Resources for your personal file.