

JOB DESCRIPTION

Job Title:	Health, Safety and Environmental (HSE) Apprentice	Department:	Manufacturing
Reports To:	HSE Manager	Location:	Marden, Kent
Revision Date:	10 July 2025	Main Contacts:	All departmental managers, supervisors and leads

Job Purpose

We are seeking a motivated and enthusiastic **HSE Apprentice** to join our team. This is a fantastic opportunity to gain hands-on experience in Health, Safety & Environmental management in a dynamic manufacturing environment. You'll work alongside experienced professionals, supporting key HSE initiatives while developing your knowledge of legislation, risk assessments, audits, sustainability, and more.

Main Tasks / Responsibilities

As part of your apprenticeship, you will be trained and supported to assist with the following:

- Supporting the day-to-day implementation of Health, Safety & Environmental procedures and policies.
- Assisting in the preparation and maintenance of HSE documentation such as risk assessments, COSHH assessments, and audit checklists.
- Attending HSE meetings and helping to take minutes, follow up on actions, and contribute ideas.
- Helping to communicate HSE procedures through posters, team briefings, and toolbox talks.
- Participating in site inspections and audits under the guidance of the HSE team.
- Learning how to identify hazards and assist in the investigation of incidents and near misses.
- Assisting with the coordination and monitoring of PPE usage across the site.
- Supporting HSE training initiatives including new starter inductions and internal awareness campaigns.
- Maintaining accurate records of accidents, incidents, and safety observations.
- Helping to analyse HSE data to spot trends and improvement areas.
- Assisting with sustainability initiatives including ISO14001, ISO45001 and Eco Vadis documentation.
- Participating in small-scale HSE projects and continuous improvement initiatives.

Skills and Abilities

- A genuine interest in Health, Safety & Environment.
- Willingness to learn and take direction.
- Strong attention to detail and organisational skills.

- Good written and verbal communication.
- Comfortable using Microsoft Office (Excel, Word, PowerPoint).
- A proactive approach and willingness to engage with people at all levels.

Generic Clauses

1. To ensure that all duties and responsibilities are discharged in accordance with the Company's policies and procedures, code of conduct and relevant regulations and legislation.
2. To comply with the Company's Health & Safety and Environmental Policies and to take such steps as are reasonably practicable for their own health and safety and that of their colleagues at work. They must comply with their safety responsibilities and must cooperate with management in all respects of the full implementation of the Company's Health & Safety and Environmental Policies.
3. To work flexibly to meet the needs of the job; organising and delivering all work on time and to agreed quality standards.
4. To interact on a professional level with colleagues and seeks to establish and maintain productive relationships to promote collaborative working as appropriate across the Company.
5. To undertake training necessary for the efficient conduct of duties and adherence to Company policies and procedures.

Company Values

To display and promote the Company Values by your own conduct:

- 1. Respect**
We will respect, trust and value those that we work with in everything we do
- 2. Communication**
We will communicate so that everyone has the information they need to do their job well.
- 3. Teamwork**
We will support each other to achieve our common goals
- 4. Recognition**
We will recognise and appreciate everyone's contribution to the business
- 5. Quality**
We will take pride in every aspect of our business

Notwithstanding the job purpose, duties and responsibilities included in this job description, the post holder must be prepared to undertake additional tasks, duties and responsibilities at the discretion of their Line Manager that fall within the objectives of the Company.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.