Health and Safety Officer Job Description

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| Job title: | Health and Safety Officer |
| Department: | Facilities |
| Location: | Southeast Area |
| Reporting to:  (job title only) | Assistant Facilities Manager |
| Direct reports:  (job title only) | N/A |
| Accountable to:  (where applicable) | N/A |
| Responsible to:  (where applicable) | N/A |
| Job purpose: | Reporting to the Assistant Facilities Manager you will be responsible for building strong working relationships with operational teams to ensure Health and safety compliance is met at all premises across the Vita Health Group portfolio |
| Role and Responsibilities: | **Management Reporting**   * Provide key Health and Safety information to the Governance Quality Risk Committee (GQRC) and corresponding FHSIPC GQRG * Create Health and Safety reports and updates for key stakeholders in the business * Review Health and Safety related policies and procedures annually   **Operational**   * Working directly with the central Facilities department to ensure the Health and Safety management system is being monitored appropriately using the Plan Do Check Act methodology. * Ensure The Health and Safety work act 1974 and all subsequent regulations are adhered to including the management of Health and Safety at Work regs, The Workplace regs, Display Screen Equipment, Manual Handling, Electrical, Fire, the provision and Use of Work Equipment regs. * Ensure mandatory risk assessments are carried out, up to date and reviewed annually. * Ensure Fire Risk assessments are carried out every two years unless any building work /office changes take place. Fire risk assessments to be reviewed annually. * Manage appropriate Health and Safety checklists for premises to be carried out on a set schedule. * Review & update safety procedures and be responsible for conducting audit compliance of safety procedures whilst taking appropriate action when non- compliance is evident * Support the wider facilities team in stock control, maintenance tasks and ordering of stock * Responsible for monitoring and responding to business wide Health and safety queries via the H&S inbox * Manage and promote Health and Safety across the business using innovative channels where possible   **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.   * Be aware of the impact of your behaviour on others * Ensure that others are treated with fairness, dignity and respect * Maintain and develop your knowledge about what EDI is and why it is important * Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice * Be prepared to speak up for others if you witness bias, discrimination or prejudice |
| Clinical Governance:  (where applicable) | N/A |
| Training and supervision: | N/A |
| Additional information: | * Ability to travel to sites across the UK * Ability to drive, with access to transportation * Ability to work remotely when necessary * Comply with all organisational policies and procedures |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Appropriate Health and Safety qualification with the ability to demonstrate a good understanding of Health and Safety compliance within a business environment | * IOSH Managing Safely * Nebosh General Certificate |
| **Experience** | * Report writing and verbal communication in H&S * Experience of looking after compliance in a multisite environment * Conducting risk assessments |  |
| **Skills/knowledge** | * Good IT skills in particular Excel * Ability to multi-task and prioritise work * Team player * Health and Safety regulations and employee and employer responsibilities | * Health and Safety or CAFM Software |
| **Specialist training** | * N/A |  |
| **Personal competencies and qualities** | * Patience and resilience * Adaptive to change * Commitment to improving and striving for better H&S practise across the group. * Ability to make judgement calls around H&S when the risks are extreme |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
| V1.3 | 19/11/21 | Updated to include NEW diversity and inclusion statement in roles and responsibilities |