

Role summary

To work with the Health & Safety Manager to promote and implement an integrated and effective

Practice wide Health & Safety Policy to ensure that Health & Safety Policy is adhered to.

Role definition

Job Title: Health & Safety Officer

Reporting to: Health & Safety Manager on a day to day basis and ultimately to the Head of Facilities

Responsibilities

- Facilitating Foster + Partners compliance with Health and Safety at Work Act 1974 (HSWA) and Regulations written under the Act
- Providing support and advice (only where competent to do so) to employees
- Liaising and assisting with the control of contractors work authorisation procedures including the evaluation of competence and method statements
- Supporting a practice-wide training programme (e.g. Manual Handling, Mobile Elevated Working Platform, First Aid, and Defibrillator)
- Carrying out Display Screen Equipment workstation assessments and keeping up-to-date records
- Implementing improvement measures on completion of each individual workstation DSE Assessment if needed
- Providing staff with information on eye and eyesight tests and keeping up-to-date records
- Providing suitable and sufficient Personal Protective Equipment (PPE) to employees and ensuring these are collected from leavers, as well as keeping up-to-date records
- Assisting with risk assessments for all departments/tasks including work experience students, and keeping up-to-date records
- Assist with reviewing assessments annually
- Acting as First Aider
- Regularly reviewing the accident book.
- Carrying out accident investigations as required
- Conducting regular office inspections to check that procedures are being properly implemented and taking necessary action when needed
- Attending relevant meetings as required.
- Delivering the Health and Safety induction to all new starters
- Carrying out risk assessments with consideration as to how risks can be reduced
- Producing reports as required
- Keeping up to date with new legislation and developments
- Thorough knowledge of and compliance with Foster + Partners procedure and standards
- Contributing, or otherwise assisting as required

Qualities and skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Able to meet the everyday challenges of the role including NEBOSH Certificate or equivalent
- Qualified First Aider
- IT Skills – Word, Excel/Access, Outlook/e-mail, Internet/Intranet
- Excellent written and verbal communication skills including ability to write reports
- Punctual and reliable with excellent timekeeping and good attendance record
- Excellent and consistent attention to detail
- Flexible attitude
- Self motivation and ability to take responsibility
- Ability to influence and motivate
- Ability to manage and prioritise tasks and time efficiently
- Resilient to cope with conflicting demands and able to prioritise duties and work under pressure
- Demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Methodical and accurate and consistent attention to detail
- Excellent organisational skills
- Able to demonstrate discretion, confidentiality and loyalty
- Able to build good relationships at all levels, internally and externally
- Ability to remain calm and resilient at all times
- Thorough knowledge of and compliance with Foster + Partners procedures and standards

Desirable

- Technician Membership of the Institute of Occupational Safety and Health (Tech IOSH)

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

March 21