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 F+P procedure and standards
- Contributing, or otherwise assisting as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workflows.
- Thorough knowledge of and compliance with F+P procedures and standards

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 F+P 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.