
Post	Health & Safety Officer
Responsible to	Health & Safety Manager
Location	Inspire House, Eurocentral
Salary	£40,000

Enable is a dynamic, forward-looking and vibrant charity dedicated to ensuring an equal society where everyone has the right to live, work and participate as active and respected citizens in the communities of their choice.

Primary Job Purpose

Providing advice, guidance, assistance, and support to all areas of the organisation in the delivery of:

- Health and Safety Policy
- Health and Safety procedures and Safe systems of work
- Compliance with Health and Safety legislation
- Conducting Audits, Investigations and Premises visits
- Risk Assessment
- Training

to ensure the avoidance of risk to both the People We Support and our Staff.

Being proactive and rigorous in approach, and to apply existing expertise across the organisation to ensure appropriate standards of Health and Safety are achieved and maintained across the organisation.

Main Duties and Responsibilities:

- To be the internal contact for all Health and Safety related matters
- Support the Health and Safety Manager to develop and deliver a proactive health and safety service
- Providing competent technical and legal advice to all staff in a multi-site organisation and will be responsible for developing and maintaining safety management systems

Main Duties

- Working jointly with the Health and Safety Manager and team ensuring any changes to legislation, guidance or regulations are communicated at all levels to contribute and actively participate in the management of the overall Health and Safety across the organisation.
- Promoting a best practice and adopting a continuous improvement approach to the development of the Health and Safety Strategy
- Responsible for monitoring and analysing accident and incident reports, which includes investigating and reporting the risk control strategies which may include liaison with external organisations including enforcing bodies
- To support the growth and development of a pro-active approach to positive Health and Safety culture throughout the organisation which supports staff and people we support through communication, consultation, cooperation, and control
- Provide expert reports, advice, guidance, and support to ensure that all legal obligations on Health and Safety are met, ensuring a safe environment and excellent quality of service for people we support and the staff who support them, to facilitate improvements and reduce risk
- Monitor organisational performance against Health and Safety system and specific legislative/best practice requirements with compliance to professional regulatory, statutory, and corporate requirements
- Developing and implementing compliance audit programme across all three pillars of Enable, with monitoring of any resulting corrective action plans arising
- Monitoring and concluding resulting action plans from Fire safety risk assessments
- To assist in the preparation of safety training material and participate in, or present training courses, information update sessions as required/directed
- Liaise with external agencies, landlords, insurers, enforcing authorities and service providers as required
- Support the review and implementation of risk assessments and where required undertake investigation and appropriate recording and reporting of accidents, incidents, and systems, policy development and training

Behaviours & Competencies

The Health & Safety Officer will demonstrate the following behaviours and competencies:

- Proactive, confident, and professional with excellent communication skills
- Be committed to promoting the highest standards of integrity and respect of Health and Safety.
- Identifies risk and focusses on continuous improvement.
- Influences and engages others to improve standards of health and safety
- Professional, skilled, and fully up to date with relevant H & S legislation
- Ability to prioritise workloads and provide a high standard of written work

Person Specification:

Key Experience

- Experienced Health and Safety Officer role or equivalent including delivery of range of activities including audit, investigation and able to contribute to strategy and policy development
- Experience in the social care sector & housing/facilities (desirable)
- Experience of developing, reviewing, implementing, and monitoring safe systems of work
- Experience in providing Health and Safety advice with a demonstrable track record of delivering improved standards of safety
- Experience and knowledge of Health and Safety auditing and Fire Risk Assessments
- Experience in designing and delivering H&S training

Abilities, Skills and Knowledge

- NEBOSH Diploma or equivalent required
- Knowledge of current Health and Safety legislation
- Up to date professional knowledge through CPD
- Proficient in IT systems
- Full driving licence with own car
- Foster and maintain positive and productive internal and external relationships.
- Able to develop and deliver training materials
- Able to produce statistical information & undertake analysis and associated reports

This role will involve travel and remote working.

Interdependencies:

- Executive Team
- Service Delivery Teams
- Practice Development
- Learning and Development
- Health and Safety Executive
- Health and Safety Manager stakeholders
- Health, Safety and Risk Organisations
- Local Authorities and other key
- Care Inspectorate
- Environmental Health
- Scottish Fire and Rescue Service

The role holder may be required to undertake other tasks at the request of their line manager. Any such changes will be discussed with the role holder.