

JOB TITLE: Health & Safety (H&S) Inspector and Advisor

RESPONSIBLE TO: Health & Safety Manager

DIVISION: Group

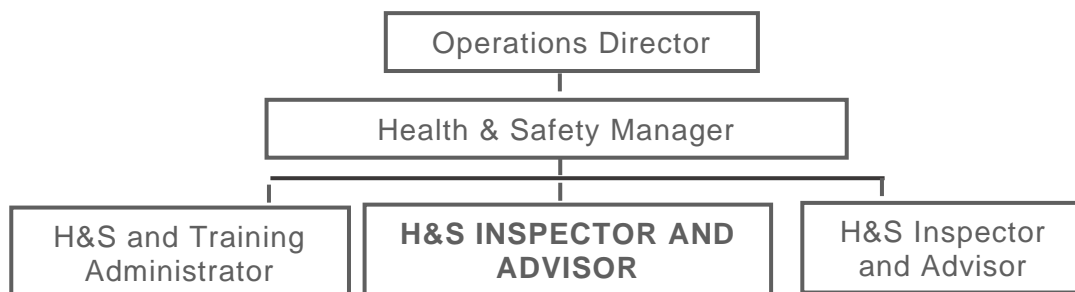
LOCATION: Remote with the regular need to travel to various sites including Head Office.

HOURS OF WORK: 39 hours per week (Monday to Thursday – 8.00 a.m. to 5 p.m. and Friday 8.00 a.m. to 4.00 p.m. with 1-hour unpaid lunch)

POSITION SUMMARY: The H&S Inspector and Advisor is responsible for supporting the H&S Manager in ensuring the H&S policy is applied and that the H&S agenda and overall objectives are well communicated and supported within the company.

A key element of the role will be to monitor work sites to check that they are safe for people to work and where applicable the general public. A large amount of time will be spent visiting sites where premises, equipment and procedures need to be checked for compliance with health and safety legislation.

POSITION IN STRUCTURE:



KEY COMPETENCIES:

- Conduct
- Communication
- Customer Service
- Building Relationships
- Planning & Organising
- Technical Expertise

MAIN DUTIES AND RESPONSIBILITIES:

In addition to the functions detailed below, employees are required to carry out such other duties as may reasonably be required.

- Carry out internal health and safety audits on all branches to monitor the implementation of the health and safety management systems.
- Provide health and safety advice, including advising on working conditions
- To promote a greater health and safety awareness throughout the company by initiating timely proactive measures
- To monitor and report on H&S performance/trends
- Organise H&S meetings
- Assist with preparation of H&S meetings

- Coordination of office and site PAT testing of equipment
- Site Audits as required and deemed necessary for development
- Ensure the timely issue of tool box talks for site and their return once completed
- Assist with RAMS
- Carry out site H&S checks on the system
- Produce COSHH Assessments
- Carry out DSE assessments
- Assist the H&S Manager with Company's H&S accreditations e.g. CHAS, Achillies, Constructionline, Safecontractor
- Assist H&S Manager to maintain the H&S management system in accordance with the approved standards
- Log and collate any documentation following accidents, incidents and near misses
- Ensure accidents, incidents and near misses are investigated appropriately
- Provide assistance in preparation of contractor assessments to projects we are tendering for
- Carry out back to work meetings
- Ensure H&S documentation displayed offices is up to date and relevant
- Assist the H&S Manager with occupational health checks
- Provide advice on and co-ordinate safety training requirements for the company
- Assist with the company H&S training plan
- Coordinate Roofing NVQ's
- Mental Health First Aid
- Source new training providers
- Coordinate training grant applications
- To ensure that any subcontractor appointed are competent
- Fire Marshal duties, fire alarm testing, coordination of drills, fire equipment checks

QUALIFICATION/EXPERIENCE:

- IOSH
- NEBOSH
- A full UK Driving License.
- A knowledge and understanding of all aspects of health, safety and risk management including current health and safety legislation.
- Experience H&S in a similar environment.
- Ability to interpret and provide authoritative advice on H&S and risk management issues.
- Knowledge of workplace wellbeing initiatives and how they add value to an organisation.
- Ability to prioritise work to ensure tasks are completed within time constraints.
- Experience of influencing and coaching at all levels.

PERSONAL ATTRIBUTES:

- Ability to organise workload effectively for the purpose of meeting deadlines.
- Able to demonstrate flexibility/versatility combined with initiative, drive and ability to meet targets.
- Strong interpersonal skills and the ability to deal with a wide variety of contacts.

EQUALITY & DIVERSITY:

You will conduct yourself in manner which demonstrates 'equality' in the workplace, including:

- respecting peers and valuing people as individuals
- ensuring the workplace is free from discrimination
- respecting choice and everyone's right to have their own beliefs
- showing appreciation of 'diversity' through the added value of individual differences and varies experiences.

OTHER:

- Central Roofing and Building Services may amend this job description in whole or part at any time.

- Committed to working for an employer that values diversity and equal opportunities.
- Willing to undertake additional training or vocational qualifications as required, including annual training and DBS checks.

ACKNOWLEDGEMENT:

I confirm that I have read, understood and accept the content of this Job Description:

SIGNATURE: _____ **DATE:** _____