

Job Description

Health, Safety and Compliance Officer

South Ribble Leisure Company and Chorley Leisure Company

Level: 8

Salary : £30,775.83 - £33,589.88

Responsible To:

Leisure Operations Manager

Responsible For:

N/A

About the job:

To be responsible for the effective and efficient management of all Health and Safety Compliance matters, for both South Ribble and Chorley Leisure Companies

Role:

To ensure that appropriate risk assessments are carried out across the Leisure Services and to advise staff with risk assessment responsibilities.

Maintain a central register of risk assessments and ensure regular review as required

To investigate and record incidents, accidents and near-misses, and report as appropriate, for example file RIDDOR reports.

To carry out specialised risk assessments such as Display Screen Equipment, New & Expectant Mother and Fire Risk Assessments as required.

To receive and manage external inspections from the Local Authority or other statutory bodies such as the Health and Safety Executive

To ensure that the Leisure Services have a robust and compliant approach to all Health and Safety, matters, with safe systems and processes in operation.

To ensure that policies are adhered to across the Schools through regular audit, inspection and other monitoring methods.

To provide advice and guidance to staff and other users of the Leisure Services

To maintain Health and Safety training records and ensure that training is renewed as appropriate.

To carry out all administration associated with the role. Meeting preparation and attendance

To attend Health and Safety Committee meetings, Support Staff Management Committee meetings and any other meetings, as and when required, to advise and report on Health and Safety Compliance issues

Attend any relevant training sessions in order to demonstrate competency within the role and maintain valid qualifications

To undertake any other duties related to your role as required and directed by the Leisure Operations Manager.

Responsibilities:

Team:

- You will work with your colleagues to prioritise team objectives over individual objectives.
- You will support and respect your colleagues at all times.
- You will work together to share knowledge and experiences to improve your service.
- You will participate in development activities as required.

Corporate:

- You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
- You will actively engage with customer care, value for money and performance management.
- Your duties will be carried out in line with our equality scheme.
- You will be compliant at all times with GDPR and data protection legislation.
- You will constructively participate in communication and promotional activities.

Organisational:

- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
- You will support an inclusive culture which provides opportunities for everyone to participate and progress.
- You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council's priorities and objectives are met.
- You will positively promote and represent the Council at all times.

What the successful candidate will have:

Qualifications

- NEBOSH National Examination in Occupational Health and Safety or equivalent.
- Driving licence and ability to drive

Experience

- Experience of developing a positive health & safety culture

Knowledge

- Current and comprehensive knowledge of H & S legislation and directives

Skills & Abilities

- An enthusiastic, highly motivated individual with the ability to take a proactive approach to working methods with excellent interpersonal & communication skills
- Excellent IT skills including advanced use of spreadsheets and other Microsoft Office products.
- Ability to work systematically and in detail, both independently and within a team.
- Ability to prioritise tasks and manage contracts.
- Ability to write clearly and concisely.

You will play a key part in our organisational culture:

FORWARD THINKING – Plans and prioritises effectively deciding what to do and what not to do.

RESPECT – Is visible and approachable with colleagues.

PROFESSIONAL – Demonstrates an awareness of the political context in which decisions are made.

PRIDE – Creates a positive and upbeat culture amongst colleagues.

ONE TEAM, ONE COUNCIL – Builds effective relationships outside their immediate team.