



HEALTH AND SAFETY OFFICER

Location:	NW London
Salary:	£35k - £40k depending on experience
Benefits:	20 days leave plus bank and Jewish holidays, pension, income protection, life assurance, cycle to work, eye care, EAP, on-site CrossFit style gym plus fitness suite, psychological support, and L & D opportunities.
Hours:	Full time (35 hours)

This role profile highlights the key areas of responsibility for the role. Upon application candidates will be sent the full job description

As the Health and Safety Officer your key focus will be to execute and develop the organisation's Health and Safety Compliance Strategy. You will be expected to take the initiative to identify areas for Health & Safety improvement and implement and co-ordinate risk management programmes for each of the CST offices.

An additional focus will be to manage and review the Health & Safety management systems ensuring legal compliance and safe systems of work are adhered to.

You will be responsible for overseeing health and safety across our London, Manchester, and Leeds sites, managing budgets and actively participating in board committee meetings. You will need to be NEBOSH qualified, and technical knowledge of fire safety and legionella awareness and contractor management.

Main areas of accountability and responsibility

- Review, develop and implement comprehensive health and safety policies and procedures,
- Manage safe working environments for office spaces, staff, and volunteers by conducting risk assessments.
- Undertake pro-active monitoring and auditing of outsourced contractors, utilising permits to work when required.
- Provide timely professional advice to managers and staff regarding their policies and plans for the management of health, safety and areas of risk associated with their activities.
- Investigate accidents and where appropriate, compile adequate reports on such occurrences to ensure legal requirements are met regarding reporting and make recommendations to prevent reoccurrence.
- Ensure external audits are carried as and when they are required and complete action items within the timeframes suggested.
- Ensure all relevant areas of the organisation are kept up to date with new/changes in Health & Safety legislation.
- Promoting Health & Safety awareness and improved risk control in the workplace through the implementation of eLearning courses and implementing Health & Safety awareness campaigns.

The ideal candidate should have

- Ability to demonstrate understanding of current Health & Safety legislation.
- Excellent communication skills
- Exceptional problem-solving skills
- Superb organiser with a professional and mature manner
- Proactive and results orientated.
- Customer orientated.

Applicants must submit their CV together with covering letter to careers@cst.org.uk, writing 'Health and Safety Officer' in the subject heading.

Closing date for applications: 29 February 2024 but may close earlier if a suitable candidate is found.