



Health & Safety Officer

Based in London

As a 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 also advise, consult or train on operational and strategic Health & Safety issues.

You will have the ability to understand the terminology and definition used in Health and Safety legislation of 'so far as is reasonably practicable' and apply this appropriately when communicating and advising both key stakeholders and colleagues.

You will have relevant Health and Safety experience; auditing, reporting and experience with risk management projects.

Your key responsibilities for this role are as follows, for the London, Manchester and Leeds offices:

- Manage and review Health & Safety arrangements and Safe Working Methods (SWMs) for office spaces, staff and volunteers.
- Manage safe working environments and manage and review safe systems of work for office spaces, staff and volunteers
- Carry out workplace Health & Safety audits/inspection programmes
- Ensure external audits are carried as and when they are required and complete action items within the timeframes suggested
- Ensuring systems in place are followed for the investigation of accidents and incidents
- Manage and review programmes in place for the assessment of risk and implementation & control of management systems
- Ensure that programmes in place are being followed for the reporting and management of hazards
- Establish working partnerships with personnel in other Departments to pursue common Health & Safety objectives
- Promoting Health & Safety awareness and improved risk control in the workplace through the implementation of training programmes & courses
- Ensure all relevant areas of the organisation are kept up to date with new/changes in Health & Safety legislation
- Investigate enforcement action to ensure compliance with Health & Safety legislation
- Preparing various Health & Safety reports, statements, correspondence etc.
- Implementing Health & Safety awareness campaigns and projects



- Ensure systems are in place for the effective management of Health & Safety training records, legal documentation and document control within the Health & Safety Department

In this role, you should have the following personal profile:

- Ability to demonstrate understanding of current Health & Safety legislation with a proven ability to influence and develop relationships at all levels within the business.
- Excellent communication skills with a natural ability to build strong relationships
- Exceptional problem-solving skills with a persistence to see issues resolved
- Superb organiser with a professional and mature manner
- Proactive and results orientated with the determination to see projects through from start to finish
- Customer orientated and understands the urgency of replying to requests in a timely fashion
- Ability to manage changing workloads and conflicting priorities at short notice

In this role you should have the following technical knowledge:

- 'NEBOSH' National General Certificate qualified.
- Fire Safety Awareness
- Contractor management
- Legionella awareness

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