

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE: Health & Safety Officer**

**REPORTS TO: CEO**

**HOURS: Full-time, permanent**

**SALARY: Dependent on experience**

**FUNCTION:** To co-ordinate, support and advise managers on all aspects of Health and Safety Management. To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within the organisation are adhered to, and to ensure that disruption to the Company’s critical functions is minimised. Develop a sensible and proportionate approach to managing safety across the Museum environment displaying sensitivity to the historic properties and landscapes, ensuring access to a safe environment is provided to all Visitors.

**DUTIES INCLUDE** (but not limited to)**:**

* Ensuring a safe workplace environment without risk to health
* Ensuring that all Health & Safety policies, procedures, safe systems of work, rules and regulations are adhered to and are regularly reviewed, updated and communicated
* Ensuring the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including liaison with the Volunteer and Training Manager on the provision of statutory training and reporting
* Ensuring staff undertake at least annual reviews of risk assessments for all work equipment & operations and where new risks are identified undertake an assessment
* Ensuring that all accidents are documented, where appropriate investigated and recommended improvements implemented
* Ensuring that safety inspections are carried out, fire drills and fire alarms are undertaken and recorded, safety inspections, risk assessments and lone working procedures are managed and employees/volunteers are aware of their responsibilities
* To promote a culture of continuous improvement in health & safety standards across the Museum
* To develop the organisations systems to ensure a full programme of documented health & safety inspections, audits and checks
* To establish a structured programme of health & safety training throughout the Company in conjunction with the Volunteer and Training Manager
* To liaise with external health & safety consultants in the provision of training programmes and health and safety services
* To undertake duties when appropriate as the Designated Safeguarding Officer
* To devise the agenda for and formulate & distribute minutes to all stakeholders for the health & safety meetings. Ensure that all agreed action points are completed within deadlines
* To participate in monthly meetings when required to report on relevant health & safety matters
* To liaise with suppliers i.e. insurers, solicitors and contractors
* To undertake any other reasonable duties which may be required by management from time to time

**PERSON SPECIFICATION**

**Essential**

* NEBOSH qualification or equivalent
* Good IT skills
* Experience of managing health & safety investigations
* Experience of formulating, implementing and revising health & safety policies and procedures.

**Special Aptitudes**

* Confidential in all matters
* Professional approach, coupled with strong interpersonal skills
* Excellent planning, organisational and time management skills
* Excellent verbal, written communication and presentation skills
* Ability to work on own initiative
* Ability to work in and adapt to a rapidly changing environment
* Ability to work co-operatively with others to complete tasks and implement process improvements.

Signed (Postholder) ……..……………………….. Printed …………..……………. Dated …………

Signed (Line Manager) ……..……………………….. Printed …………..……………. Dated …………

This Job Description is subject to periodic review.