Health & Safety Advisor

Fulltime | Chalgrove Oxfordshire, Great Britain

Job Summary

The Health & Safety Coordinator will play a key role in supporting the H&S Manager establish and maintain the highest possible Health and Safety standards in KNAPP UK.

With our safety-conscious behaviour we strengthen the confidence of employees, customers and the public in our entrepreneurial activities – this is part of our KNAPP spirit and culture. The Health & Safety Coordinator will work proactively with managers and clients, to establish and maintain a health and safety management system that promotes a culture of safe working practices across the organisation.

Duties and responsibilities include, but are not limited to:

- Ensure KNAPP UK continues to meet its statutory obligations and supports managers in fulfilling health and safety responsibilities
- Assist managers in maintaining safe systems by providing specialist advice, coaching and practical support
- Assist in the identification of training needs for employees and develop and deliver Health and Safety training as required
- Assist managers in implementing KNAPP Health and Safety systems and procedures to meet specific regulatory requirements in a consistent and effective manner
- Carry out routine site inspections and audits to evaluate the effectiveness of Health and Safety controls and to ensure the company's Health and Safety management system is implemented consistently across the organisation
- Investigate, or where appropriate, assist others to investigate the circumstances and causes of accidents and take necessary steps to prevent a recurrence
- Coordinate safety across office, resident sites and new installations with site Health and Safety management through face-to-face contact, communication and team briefings etc
- Engage with all levels within the organisation to carry out their Health and Safety responsibilities

Skills, qualifications and experience

- Formal qualification in Health and Safety at Work
- NEBOSH National General Certificate in Occupational Health and Safety. NEBOSH Diploma in Health and Safety or equivalent a distinct advantage

- Professional association with technical bodies, for example Tech IOSH, or Graduate Membership (Grad IOSH) and working towards Chartered status
- Good working knowledge of Construction, Design and Management Regulations 2015
- MHE systems familiarity would be advantageous
- Excellent communication skills both written and verbal
- Effective time management
- Training and presentation skills
- Ability to work on own initiative
- Experience of, and technical knowledge in the field of Health and Safety at Work
- Experienced in working with the full suite of MS office

Important behaviours to have in line with our company values

- Appreciation – Recognises the achievement of others
- Creativity – Is resourceful and innovative
- Courage – Willing to learn and try new things
- Openness – Always approachable and helpful
- Reliability – Consistently gives their best

Local benefits

Some locations have local benefits; please speak to a member of the management team.