



JOB ADVERT: Health and Safety Manager

Vacancy Reference No: 17

Job Purpose (Main duties include but not limited to the following)

The Health and Safety Manager is responsible for supporting the Operations Manager in the provision of general and specialist health, safety and environmental advice, support and information to CEO & Board directors. The post reports to the Operations Manager and supports the development, implementation and continual review of a quality Health and Safety management system in line with legislation, best practice and audit and assessment requirements.

They will provide systems and administrative support to the operations manager as well as getting involved in the practical aspects of providing health and safety services to operational teams across the organisation.

The Health and Safety Manager will support Health and Safety across the organisation through the active promotion of policies, procedures; imparting knowledge, information, advice and training in support of a positive and proactive safety culture.

The Health and Safety Manager will assist the Operations Manager and Health and Safety Team in ensuring that the Group structure is legally compliant with relevant statutory health and safety provision and where deficiencies are identified, will bring them to the attention of the responsible persons for action.

This role is key to supporting the implementation and continual monitoring of the Health and Safety management system.

Principal Accountabilities:

- Carry out risk assessments and consider how risks could be reduced
- Outline safe operational procedures which identify and take into account all relevant hazards
- Carry out regular site inspections to check policies and procedures are being properly implemented
- Ensure working practices are safe and comply with legislation
- Prepare health and safety strategies and develop internal policy
- Work with Head of Operations to deliver in house training with managers and employees about health and safety issues and risks
- Keep records of inspection findings and produce reports that suggest improvements



- Record incidents and accidents and produce statistics for managers
- Keep up to date with new legislation and maintain a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the employer's industry
- Attend Institution of Occupational Safety and Health (IOSH) seminars and read professional journals
- Produce management reports
- Ensure equipment is installed safely
- Manage and organise the safe disposal of hazardous substances, e.g. asbestos
- Advise on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases

Candidate Requirements:

- NEBOSH National Diploma in Occupational Health and Safety
- Level 6 Diploma in Occupational Safety and Health
- [City & Guilds](#) Level 5 (NVQ) Diploma in Occupational Health and Safety Practice
- Good communication skills
- Good organisational skills
- Attention to detail
- Good time keeping

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please send your CV to vacancies@swfc.co.uk

Submitted CVs must contain at least two references and should specify current salary and salary expectations.

Closing date: Saturday 30 June 2018