JOB DESCRIPTION – HEALTH & SAFETY OFFICER

Purpose of the Role:
We are seeking a diligent and experienced Health & Safety Officer to ensure that our organisation maintains the highest standards of health and safety, and property compliance. The successful candidate will be responsible for developing, implementing, and monitoring health and safety policies and procedures across all our locations, as well as taking account for property compliance documents. Creating a safe environment for our colleagues and clients is paramount.

Reporting to:
Head of Standards, Performance & Quality

Key Responsibilities

- Policy Development: Develop and review health and safety policies and procedures in line with relevant legislation, industry standards, and best practices.
- Risk Assessment: Establish and oversee a framework for carrying out and maintaining risk assessments relating to organisational premises, housing facilities, property activities and maintenance works, ensuring suitable control measures are implemented and reviewed.
- Training and Education: Provide health and safety training to staff members and ensure that all employees are aware of their responsibilities regarding health and safety protocols.
- Health and Safety Leadership: Lead on health and safety arrangements relating to property and maintenance activities, liaising with competent health and safety professionals as required to ensure appropriate policies, procedures and processes are in place and remain legally compliant.
- Incident Management: Monitor accidents, incidents and near misses, ensuring reports are completed, filed and retained, corrective actions are followed up, and all RIDDOR-reportable incidents are reported within the required timescales.
- Inspection and Certification: Property Inspection and Compliance Monitoring: Carry out, and coordinate through contractors where appropriate, regular property inspections to ensure required standards are maintained, actions are followed up, and relevant certification documents are obtained, recorded and retained.
- Property Compliance and Maintenance: Ensure Arc's properties are maintained to the required standard and comply with all relevant legislation, including health and safety, fire safety, housing, and property compliance requirements.
- Emergency Process: Develop and implement emergency response plans for our housing facilities, including evacuation procedures, first aid protocols, and communication strategies.
- Environmental Management: Implement measures to promote environmental sustainability and reduce the organisation's carbon footprint, such as waste management initiatives and energy conservation programs.

- Stakeholder Liaison: Liaise with external stakeholders, including regulatory bodies, local authorities, and contractors, to ensure compliance with health and safety requirements and standards.
- CDM Regulations: Ensure relevant works comply with applicable legislation, including the Construction (Design and Management) Regulations, where they apply, and support the organisation in meeting its client, contractor and duty-holder responsibilities.
- Continuous Improvement: Drive continuous improvement in health and safety performance by monitoring key performance indicators, analysing trends, and implementing proactive measures to prevent incidents and accidents.
- Health and Safety Documentation: Record, maintain and file relevant health and safety and property compliance documentation across Arc's property portfolio, ensuring records are accurate, up to date and available for audit or inspection.

General

- Perform all duties in a professional and confidential manner in line with the organisation's values and in accordance with the Employee Handbook, policies and procedures.
- Work collaboratively with colleagues across all services.
- Promote a culture of continuous improvement and learning.
- Maintain confidentiality and comply with data protection requirements.
- Committed to own learning and development and new ways of working
- Carry out other duties appropriate to the role.

Person Specification

	Essential	Desirable
Qualifications	• Level 3 qualification in Health & Safety (e.g. NEBOSH General Certificate or equivalent) or willingness to work towards within an agreed timeframe.	• Higher-level H&S qualification (e.g. NEBOSH Diploma or equivalent). • Membership of a relevant professional body (e.g. IOSH – TechIOSH/GradIOSH). • Relevant qualification or training in housing, health & social care, or compliance.
Knowledge & Experience	• Working knowledge of property-related health and safety compliance, including inspections, certification, contractor control, accident reporting and record keeping. • Experience working in a health and safety or compliance-focused role. • Working knowledge of UK health and safety legislation, including risk assessment, incident reporting, and statutory compliance requirements (e.g. RIDDOR, COSHH, fire safety).	• Experience within the housing, homelessness, supported accommodation, or social care sector. • Experience working with external H&S advisors or systems such as WorkNest or similar platforms. • Experience supporting audits or regulatory inspections. • Knowledge of contractor management and compliance requirements (e.g. RAMS, due diligence).

	• Experience of maintaining risk assessments and coordinating safety inspections/audits. • Experience of recording and investigating incidents and identifying corrective actions. • Experience of producing reports and using data to monitor performance and trends.	• Understanding of safeguarding considerations in a housing or support environment. • Awareness or experience of Construction (Design and Management) Regulations and their application to maintenance or property works.
Skills & Abilities	• Strong organisational skills with the ability to coordinate multiple workstreams and priorities. • Good analytical skills, with the ability to interpret data and identify trends and risks. • Ability to produce clear, concise reports for a range of audiences, including senior management. • Effective communication skills, with the ability to engage and influence colleagues at all levels. • High attention to detail and commitment to accuracy. • Ability to work independently and use initiative within a structured framework. • Ability to coordinate contractors and internal stakeholders to ensure inspection, maintenance and compliance actions are completed and evidenced.	• Experience of developing dashboards or visual reporting tools. • Ability to deliver briefings or training sessions to staff. • Confidence in challenging practice constructively to improve compliance and safety.
Digital & Systems Skills	• Competent in using Microsoft Office (particularly Excel, Word, and Outlook). • Experience using digital systems to record, monitor, and report on compliance or performance data.	• Experience using health & safety or compliance management systems (e.g. WorkNest, SafetyNest or similar). • Experience improving data quality and system usage across teams.
Personal Attributes	• Proactive and solution-focused approach to problem-solving. • Strong sense of accountability and ownership. • Commitment to continuous improvement and learning. • Professional, approachable, and collaborative working style.	• Passion for improving outcomes for vulnerable people within housing or support services. • Resilient and adaptable in a fast-paced operational environment.

	• Commitment to promoting a positive health and safety culture.	
Other Requirements	• Ability to travel between sites where required.	• Full UK driving licence and access to a vehicle (depending on organisational need).