

Regional H&S Advisor – London / South

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Monday – Friday 9:30am – 5:30pm
Department:	H&S Department
Location:	20 th Floor, Millbank Tower, Millbank, London, SW1P 4QP
Salary:	Negotiable

Purpose:

To assist the Health and Safety Manager in the delivery of day-to-day health and safety activities, providing advice and guidance to all levels of employees within the LCP Management remit in line with legislative and business requirements.

Key Responsibilities:

- Carry out risk assessments and consider how risks could be reduced.
- Outline safe operational procedures which identify and consider all relevant hazards.
- Conduct regular site inspections to check policies and procedures are being properly implemented.
- Ensure working practices are safe and comply with current legislation.
- Prepare health and safety strategies and develop internal policy.
- 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 legislation and any developments that affect the employer's industry.
- Produce management reports and undertake surveys and improvement projects.
- Have knowledge and experience of fire safety and risk assessment, Legionella management, asbestos management, CDM and statutory Inspections.
- Provide advice and guidance on request and cover for H&S Manager during their absence.

Person Specification:

- Communication skills – Verbal/Written/Presentation
- Ability to work under own initiative but within a team
- Creative thinker
- Drive and commitment
- Wish to develop
- Audit experience
- Experienced assessor - General and Fire risk assessment
- Property Management experience
- Training delivery experience (desired)

Qualifications / Training:

- NEBOSH NGC or NCRQ Certificate in Applied Health and Safety or above
- DSE Assessor (desired)
- Fire Risk Assessor
- Auditor (desired)
- Member of the Institution of Occupational Safety and Health at Tech IOSH/Grad IOSH level or above.
- Full UK driving licence