

FUSION HOUSING - Job Description

Job Title:	Health, Safety and Environment Compliance Officer
Department:	Business Support Service
Location:	Huddersfield (base)
Responsible to:	Head of Business Support Service
Hours:	37 hours per week
Salary Scale:	£32,029 to £33,799

Main Objectives

To co-ordinate, support and advise the organisation, including our Homes Services, on all aspects with regards to Health and Safety. To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety are adhered to. To report to the Fusion Board, Health & Safety Sub-Committee.

Role Specific Duties - Organisation

1. Ensure a safe workplace environment without risk to health.
2. To have an advisory and co-ordination role in the development of all Health & Safety and Environment policies, procedures, rules and regulations and to ensure that they are adhered to, regularly reviewed, updated and communicated.
3. Ensure the organisation meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
4. Ensure the organisation meets its statutory obligations in all areas pertaining to Environmental at work requirements, including statutory training and reporting.
5. Ensure the completion and regular review of risk assessments for all work equipment and operations and to maintain a full programme of documented health & safety inspections, audits and checks.
6. Ensure that all accidents/incidents are documented, investigated and recommended improvements implemented.
7. Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.
8. Ensure that all lone working staff utilise lone working devices. To monitor and report to Service managers on a regular basis.
9. Maintain a structured programme of health & safety training throughout the organisation.
10. Liaise with external health & safety consultants in the provision of training programmes and health and safety services.
11. Manage and devise the agenda, chair and ensure correct minuteing for the Health & Safety Committee meetings. Ensure that all agreed action points are completed within deadlines.
12. Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the business.
13. Provide regular reports to the Fusion Board and Senior Management Team on relevant health and safety activities.
14. To coordinate purchase, advise and liaise with Managers and employees on the level and type of personal protective equipment required.
15. To co-ordinate COSHH (including harmful drugs) assessments and co-ordinate assurances that all hazardous substances used are properly assessed.
16. To ensure procedures are in place for emergency situations
17. To co-ordinate and advise on the first aid provision throughout the Organisation.
18. Participate in meetings when required to report on relevant health & safety and environment matters.
19. To liaise with external clients, funding agencies, insurance companies, solicitors or lead bodies and provide a central point of contact for incoming Health, Safety and Environment enquiries, inspections and / or audits

Role specific duties – Homes Services

To take joint responsibility with the Homes Property Team Leader of the following:

1. Meet all applicable statutory requirements providing for the health and safety of the occupants in the accommodation provided by Fusion Housing Managed Tenancy Scheme.
2. Liaising with Housing Management workers to ensure that all relevant elements of the Housing Health and Safety Rating System (HHSRS) are checked, understanding the effect that each element may have on the health and safety of current or future occupants of the property.
3. Ensure all Gas and Electrical Safety checks have been completed for all Homes Managed Tenancy properties.
4. Ensure regular inspections and logs of managed tenancies are kept up to date, liaising with Housing Management Workers.
5. Regularly report any issues and recommendations relating on property safety to the Homes Service Manager.

Organisational Responsibilities

1. Policies and Procedures

- 1.1 To participate in the formation and review of Policies and Procedures in the Fusion Office Manual and to adhere to them.
 - 1.2 To support and abide by the policies and practices of the organisation with regard to Equality, Diversity and Inclusion and play a key role in its successful implementation.
 - 1.3 To work within the Health and Safety and Fire regulations and to be familiar with Health and Safety appliances, policy and procedures, fire drill and evacuation.
2. To liaise and promote Fusion's services with other organisations to build good working relationships and maintain them.
 3. A commitment to safeguarding children and adults at risk.
 4. To participate in strategic development of the organisation, internally and externally.
 5. To attend and contribute to staff meetings and other relevant meetings.
 6. To take joint responsibility for the effective use of support and supervision and annual appraisals.
 7. To work with the team in monitoring, evaluating and developing the services.
 8. To participate in relevant training courses.
 9. To complete all required information within Fusion Housing's Information System (FHIS) and manage email and other forms of communication effectively and check for policy updates in the office manual at least once per month.
 10. To undertake any other duties as required by the Director.
 11. To participate in the development of this job description as necessary. This job description reflects the present requirements of the post. As duties and responsibilities develop and change, the job description will be reviewed.

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

This job description does not form part of the contract of employment.