

ROLE DESCRIPTION

Health & Safety Officer

Zero Carbon Harrogate is a voluntary organisation working to effect change across the district so that we can rapidly become a leading low carbon economy. We are seeking a Health & Safety Officer to ensure the safety of members, volunteers and members of the public we engage with.

The Health & Safety Officer is responsible for ensuring that an appropriate Health & Safety policy is in place and adhered to, making every effort to ensure that health & safety practices are as efficient and effective as possible.

No pre-requisite qualifications are required but a good understanding of health and safety regulations, as they apply to a voluntary organisation like ZCH would be beneficial.

This role will be supported by the Operations Manager and required a time commitment of approximately two hours per month.

Responsibilities

- Ensuring that every effort is made to ensure the safety of individuals involved in ZCH activities.
- Reviewing existing policies and measures and updating according to legislation and prevailing circumstances.
- Advising and instructing on relevant safety-related topics (e.g. manual handling, evacuation procedures, public engagement, etc.)
- Providing training programs, instructions and appropriate documentation for trustees and volunteers involved in ZCH activities.
- Conducting risk assessments and ensuring preventative measures are in place, including the availability of any PPE requirements.
- Liaising with the Event Manager to ensure compliance with prevailing H&S regulations in premises used for events.
- Helping to identify any non-conformity and address by taking appropriate actions. (e.g. sourcing PPE, draw-up instructions, etc.)
- Recording and investigating any incidents, to determine causes and take steps to prevent future recurrence.
- Reporting on any incidents / occurrences to the Management Committee.