

Job Title:	Health & Safety Officer
Hours of work:	35 hours per week (this is a full-time post)
Contract:	6 months Fixed-Term (with the potential for extension)
Salary:	Competitive
Location:	Located in Gloucester or Swansea

About the project:	<p>The Active Building Centre Ltd. is an ambitious, high profile, project of national importance.</p> <p>Active Building Centre Ltd, a Government-backed Research and Technology Organisation (RTO), are collaborating with industrial and academic partners to mobilise and deliver applied research, product development, commercial engagement and the realisation of a comprehensive demonstrator portfolio.</p> <p>Our goal is to revolutionise construction through the deployment of active buildings – transforming the energy and construction industry through new innovative building design.</p> <p>Growing from the success of existing Active Buildings we are developing an ambitious portfolio of advanced multi sector demonstrators which are sustainable, perform better, are more comfortable and will significantly contribute to decarbonisation.</p> <p>As part of a highly skilled team looking to transform the energy and construction industry and drive policy change, you will be open to new ideas, bring fresh thinking, and be ready to play your part in delivering the case for Active Buildings.</p>
About the role:	<p>The Active Building Centre Ltd. is looking for an experienced Health & Safety Officer, to work within the Engineering Team, to create, develop and maintain the Health & Safety Management System.</p> <p>You will be responsible for the creation of risk assessments, method statements and procedures for all Engineering projects.</p> <p>Types of activities include:</p> <ul style="list-style-type: none"> • Refrigeration, air handling systems, handling of chemicals • High pressure gases – refrigerants, CO₂, Nitrogen, Propane, Oxygen

	<ul style="list-style-type: none"> • Brazing/welding • High Pressure steam & hydrogen systems • Electrical Control design/testing • Other general/routine workshop activities
<p>Key Responsibilities:</p>	<p>You will be responsible for:</p> <ol style="list-style-type: none"> 1. Creating, updating and implementing the Engineering health & safety procedures/work instructions in compliance with health & safety legislation. 2. Conducting risk assessments (using Brightsafe), carrying out site inspections and creating method statements for all Engineering projects. 3. Facilitating/addressing any risks or hazards identified during the risk assessment and determining ways of reducing risks. 4. Ensuring the Data Safety Sheets are maintained and available for all materials that are purchased (or used within ABC) in compliance with the COSHH set of regulations. 6. Ensuring any hazardous materials are stored and handled as per the COSHH requirements. 7. Investigating accidents and incidents and performing audit reviews. 8. Ensuring that equipment is installed correctly and safely. 9. Promoting a positive health & safety culture ensuring that the workplace maintains high standards of Health & Safety. 10. Liaising with external health and safety authorities. 11. Keeping up to date and ensuring compliance with current health and safety legislation and providing advice, guidance and support to the Engineering Team.
<p>General Duties:</p>	<ol style="list-style-type: none"> 1. Promote equality and diversity in working practices and maintain positive, inclusive working relationships.

	<p>2. Lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.</p> <p>3. Ensure that risk management is an integral part of any decision-making process.</p> <p>4. Any other duties as directed by the CEO of Active Building Centre Ltd (or their nominated representative).</p>
<p>Person specification:</p>	<p><u>Essential criteria:</u></p> <p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • NEBOSH Qualified (Certificate Level at a minimum) • A minimum of 5 years practical Experience as a Health & Safety Officer within an Industrial Environment. <p>Knowledge and Skills:</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Understanding of health & safety management obligations, regulations and requirements. 2. An aptitude for health & safety management and control. 3. Experienced in the creation of policy arrangements, procedures, risk assessments and method statements (within a workshop environment). 4. Competent in managing own workload with the ability to work on multiple projects simultaneously under pressure. 5. Self-driven and keen to learn. 6. Good interpersonal skills and a willingness to work with people at all levels of an organisation. 6. Strong analytical and problem-solving skills with an eye for detail. 7. A Full UK driving licence. <p>Desirable: Knowledge of ISO: 45001 & ISO: 9001</p>

Equality & Diversity:

ABC is fully committed to providing equal opportunities for all job applicants by supporting and promoting equality and diversity in all of its practises and activities.

We aim to establish an inclusive environment and welcome applications from the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic and national origin), religion or belief, sex and sexual orientation.