

Health & Safety Compliance Officer

The opportunity

We're looking for a Health and Safety Compliance Officer with a building services background to join our team. Does that sound like you? If so, keep reading about this exciting opportunity.

A Health and Safety Compliance Officer is one of the most important roles in the business. You are responsible for the compliance and management of health and safety across our new build operations to ensure contracts are managed and completed to the highest standards.

Although no day is the same, you will investigate, advise, review, and instruct on all health and safety matters for HBS. You will be required to prepare records and reports to provide statistical information, working closely with our sub-contractor workforce, management, and directors within the company.

More about us

HBS Group Southern is an established and dynamic mechanical and electrical building services specialist, based on the South Coast.

For over 70 years we have maintained our focus on high-quality workmanship and first-class customer service. Today, many of the UK's top housing developers, blue-chip and public sector organisations choose HBS as their trusted delivery partner.

We provide a truly integrated and efficiently managed end-to-end service for the mechanical, electrical, and renewable energy requirements across the construction industry.

Key responsibilities include:

- Undertaking regular periodic inspection of company fire safety equipment, alarm testing and first-aid kits, including training of first aiders and fire evacuation wardens
- Maintain clear fire safety arrangements for the office, arranging, monitoring, and reporting on regular fire drills
- Coordinating statutory checks with specialist contractors who work for HBS
- Company fleet administration – insurance, servicing, MOT's, monthly vehicle inspections
- H&S inductions for office staff and apprentices and young person's risk assessments
- Coordinating and ordering PPE, HBS uniforms, tool kits, H&S equipment, and competence cards e.g., CSCS, ECS
- Prepare and submit RAMS, CPPS, TMPS and all other H&S documentation required for upcoming works and new projects
- Production of site folders for new projects
- Support the new build management team in the completion of PQQs where required
- Maintain company registers, training matrix, employee qualifications
- Coordinate training as necessary
- Maintain company accreditations, facilitating and attending audits
- Liaising and coordinating with external H&S advisors/consultants and insurance brokers

- Draft and communicate H&S publications e.g., good practice guides, safety alerts and to advise, coach and support employees and sub-contractors in managing their health and safety and that of others
- Coordinate statutory and regulatory inspections of any HBS equipment and ensure contractors supplied equipment has had the necessary inspections before being used
- Accident/incident investigations and reporting under RIDDOR where necessary
- Maintain records and produce accident statistics
- Undertake site H&S visits, inspections, pre-starts, and surveys as and when required
- Support the site set-up process for new projects to ensure full compliance
- Coordinate monthly toolbox talks and maintain the register
- Advise on day-to-day H&S queries, both internal and external
- Liaise with all departments to ensure H&S requirements are continually adhered to
- Maintain H&S knowledge and ensure HBS is conducting itself in a compliant manner to regulations, statutory and all legal requirements

What qualifications and skills are we looking for?

The ideal candidate will be a Health and Safety Officer who has previous experience working within an M&E building services background. The candidate will be able to demonstrate management a broad array of health and safety items within the built environment.

- NEBOSH Construction Certificate in H&S or equivalent H&S qualification is essential
- IOSH Membership at technical level (Tech IOSH) is essential
- Minimum 3 years' experience in a similar role
- CSCS Card – Academically Qualified Person (AQP) card is desirable
- First Aid at work is preferred
- Fit2Fit Accredited RPE face-fitting training course is advantageous
- Ladder Association - Ladders & Steps User and Inspection is desirable
- Fire Warden Training is advantageous
- Certificates in Environmental Management is advantageous
- IPAF MEWPS 4 Managers is desirable
- Strong time management skills and confident ability to manage multiple tasks at once
- Strong people management and communication skills
- Professional focus on quality, safety, and compliance
- Positive management attitude and confident leadership skills
- Good IT skills are essential
- Full clean driving licence

We offer:

- Full-time position offering a competitive salary of up to £45k DOE
- Company vehicle, fuel card and mobile phone provided
- 20 days annual leave + public holidays
- Company pension

If you think you could be the perfect fit for this role and would like to apply, please email a covering letter and CV to careers@hbsgroupsouthern.co.uk Applicants must have a Right to Work in the UK.