

H&S OFFICER/COMPLIANCE MANAGER **LOCATION: WETHERBY**

BENEFITS

- Up to 25 days' holiday excluding bank holidays
- Government pension
- Free parking and hot drinks

ROLE PROFILE

About Us:

Established in 2008, Innova Care Concepts provide the most innovative healthcare equipment and furniture to improve clinical outcomes and enhance wellbeing. With over 200 combined years of experience in this sector, the Innova team are passionate about ensuring caregivers and patients have the finest equipment available.

The role is a fantastic opportunity to support the Operations Team as well as the wider group to drive the function of Health & Safety forward in a positive and sustainable way. This role will be responsible for the overall compliance, implementation, execution, and control of all elements in relation to Health & Safety in the workplace. Also, to ensure that all Accreditations identified by the business are obtained and maintained, including ensuring that all aspects of the requirements of the Accreditations are adhered to.

Candidates must be prepared to work extra hours when workload and priorities dictate

DUTIES

The role will include, but not be limited to, the following duties and responsibilities:

We are looking for a methodological and motivated self-starter who has experience of working in health & safety within a fast-paced environment.

- Take ownership, responsibility and be accountable for the management of a successful and effective Health and Safety Policy.



- Create and maintain all documentation required to meet the HSE requirements in the environments in which we operating including, but not limited to, our own offices, warehouse and retail spaces.
- Ensure we have all the necessary documentation, training and qualifications to enable us to operate and provide installation services to our clients, which include, Contractors, Private & Domestic customers as well as 3rd party Commercial / Residential premises in line with all prevailing Health & Safety (H & S) requirements.
- Ensure Directors and Senior Managers are kept up to date with statutory obligations and any events that may impact on the Health and Welfare of individuals.
- Carry out site visits, both internal and client, and implement a formal assessment of the H & S standards on site, the correct use of process and procedures to ensure a safe environment for all concerned.
- Recommend and implement improvements in areas where observations highlight areas of concern.
- Assist in the creation of a scaleable BMS narrative to reflect the processes and procedures used to deliver our services to the various clients in a format that complies with the requirements of ISO 9001.
- Obtain where necessary, maintain and renew as required the following accreditations, and ensure their application / adoption within the business;
 - **ISO 9001 (Currently held but may need amending due to the potential impact of the introduction of the BMS narrative)**
 - **ISO 14001 Environment**
 - **ISO 27001 IT Security**
 - **ISO 45001 Health and Safety**
 - **Constructionline - Existing**
 - **CHAS - Existing**
- Promote a culture of safety and welfare. Encourage adoption and implementation of the various processes and procedures to enable the company and its clients to benefit from a safe, structured, positive and proactive approach in all aspects of the business.
- Generate and maintain formal records of relevant events, occurrences or agreements, irrespective of their impact, in line with the prevailing process or legal requirements. Ensure that detail and content are of sufficient quality for future reference and application.



Contact



SKILLS AND EXPERIENCE

What you'll need:

- At least 3 years as a Manager responsible for all aspects of Health and Safety with a company involved in the remote supply and installation of various types of Fixtures and Fittings in Domestic, Commercial and Construction environments
- Creation, maintenance and implementation of all practices and documentation required to meet HSE requirements and to generate a positive approach to Health and Safety
- Assessment of documentation produced in relation to the installation of Fixtures and Fittings such as Method Statements, Risk Assessments and Safe Methods of Working
- NCRQ / NVQ Level 5 and above
- NEBOSH
- IOSH

KEY PERFORMANCE INDICATORS

- Review existing H & S (both process and practices) and submit recommendations within 3 months
- Implement recommendations within agreed timeframes and budgets
- Obtaining ISO accreditation within 12 months
- Monthly reports on H & S performance with statistics and trend analysis

