

Health and Safety Officer (TT2028)

Full Time, Permanent

(Minimum of 40 hours per week, generally Monday to Friday)

Salary circa £30,000 pa

Travel required to other Depots

Cotteswold Dairy, a long standing family business with over 80 years' successful history, is looking for a Health and Safety Officer to drive a safety culture throughout the Company.

This is a critical role within the business: you will ensure a safe workplace environment without risk to health and be visible making a difference 'on the ground' whilst retaining a strong oversight of the business to make recommendations to the Board.

Day to day, the post holder will:

- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated;
- Develop and deliver Health and Safety Inductions, training packages and competency testing of employees throughout the CDL sites;
- Ensure the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting;
- Conduct Health and Safety Investigations, working closely with Human Resources and Department Managers;

With previous experience in a Health and Safety role, the ideal candidate will have extensive experience of managing all aspects of safety at work, in addition to possessing excellent organisational and communication skills. You will be confident, motivated and ready to make a difference to our business.

We are committed to giving you the skills and abilities to carry out your role, providing opportunities to allow you to build a long term relationship with the Company. In addition, we also offer benefits including:

- Online employee benefits platform
- 30 days holiday inclusive of Bank Holidays
- Group Personal Pension Scheme – 4% Employer contribution
- On-site tuck shop – which donates the proceeds to charity
- Cycle to Work Scheme
- Free car parking
- Employee shop – discounted products and potential free delivery
- Refer a Friend Scheme – potentially receive £250

For an informal discussion about the role, please contact Justin Young, Operations Director or Clare Rimell, Human Resources Manager on 01684 298959. **To apply please send your CV or download an application form from the Careers Page of the Company website (www.cotteswold-dairy.co.uk) and send with a covering letter to hr@cotteswold-dairy.co.uk.**

Closing Date: Monday, 10th August 2020 at 8.30am

On receipt of your application, we will collect your name, contact details and other relevant information for recruitment purposes. The information you provide will help us determine your suitability for any vacancy we have. We understand how sensitive this information is which is why we are committed to safeguarding any data we do collect.



Job Title:	Health and Safety Officer
Department:	Technical
Base Location:	Tewkesbury, with travel to other Depots
Hours:	Minimum of 40 per week (Monday to Friday)
Relationships:	All Departments, Managers, Customers, External bodies
Responsible to:	Operations Director
Responsible for:	None

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

Team Cotteswold:

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

The Team Cotteswold Vision:

By 2025, to be the leading environmental family dairy

JOB DESCRIPTION

Overview:

To co-ordinate, support and advise the Business 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 within Cotteswold Dairy Ltd (CDL) are adhered to.

Key Accountabilities:

- Ensure a safe workplace environment without risk to health;
- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated;
- Be visible throughout the Company to ensure that safe working practices are being followed;
- Ensure the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting;
- Conduct suitable and effective risk assessments for all work equipment and operations across the Company, including other CDL owned sites; document results, and advise managers on appropriate action;
- Develop and deliver Health and Safety Inductions, training packages and competency testing to employees throughout the CDL sites. These will include manual handling, noise, fire safety, COSHH and additional identified areas of potential concern, which could cause harm to employees and the Company;

- Ensure each CDL site has sufficient First Aiders and Fire Wardens who are known throughout the business, & organise the necessary training of these positions, as required, to ensure continued development;
- Ensure that all accidents are documented, and investigated as per statutory requirements and that recommended improvements are implemented;
- Work closely with the HR Manager to promote a safety driven culture and ensure health and safety related issues are managed and resolved in a timely manner;
- Co-ordinate Occupational Health schedules to ensure that hearing and skin tests are carried to meet HSE requirements and liaise closely with the HR Manager on individual Occupational Health referrals;
- 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;
- Co-ordinate the development of health & safety policies, systems of work and procedures.
- Establish a full programme of documented health & safety inspections, audits and checks;
- Establish a structured programme of health & safety training throughout the Company;
- Ensure full and accurate health and safety and training records are maintained;
- Liaise with internal trainers and external health & safety consultants in the provision of training programmes and health and safety services;
- Manage and devise the agenda for, chair and formulate & distribute minutes for the Health & Safety Committee meetings ensuring that all agreed action points are completed within deadlines;
- Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the business;
- Provide regular reports to the Board of Directors/Senior Management on relevant health and safety activities;
- Participate in regular meetings when required, to report on relevant health & safety matters.
- Liaise with suppliers i.e. Insurers, solicitors, etc;
- Carry out site visits to Customer sites to conduct risk assessments;
- Any other reasonable duties which may be required by management from time to time.

This job description is neither exhaustive nor exclusive and may be reviewed in the future

Skills and Attributes

Essential:

- Minimum of NEBOSH (General Certificate) qualified, or equivalent
- Recent and relevant experience in a similar role
- Demonstrated commitment to continued professional development
- Experience of formulating, implementing and revising H&S policies and procedures
- Experience of handling H&S investigations
- Confidential in all matters
- Professional approach, coupled with strong interpersonal skills.
- Excellent planning, organizational and time management skills
- Excellent verbal, written communication and presentation skills
- Ability to work in, and adapt to a rapidly changing environment
- Ability to work co-operatively with others to complete tasks and implement process improvements
- A strong communicator able to foster and maintain excellent working relationships
- Possess the ability to work with minimal supervision and taking responsibility for organising workloads.
- Innovative and forward looking, seeking ways to constantly improve
- To be able to work accurately and informatively with attention to detail
- Committed to providing excellent customer service
- Positive attitude possessing high levels of commitment and motivation
- An assertive but calm demeanour
- Clean valid driving licence
- Membership of IOSH or equivalent
- Experience of working for a food manufacturer
- Knowledge and understanding of BRC requirements

Desirable:

- NEBOSH Diploma (or working towards this)