

JOBdescription

Position Title:	Health and Safety Advisor
Reports To:	Head of Fire, Health and Safety
Business Unit:	Security
Location:	Knightsbridge
Date:	October 2020

1. POSITION PURPOSE

The Role will require working with the team on the development and embedding a positive safety culture within Harrods, ensuring that we improve the overall performance in health and safety within the business.

They will be heavily focused on policy development, implementation of training programmes, conducting safety audits and investigations, compiling reports and making recommendations to the business to prevent both occurrence and recurrence of safety incidents.

2. PRINCIPAL ACCOUNTABILITIES

- Support and contribute to the training systems provided by the Fire, Health and Safety Department; specifically designing and delivering high calibre training courses across all sites of the business.
- Investigate and analyse trends in health and safety incidents, making sure the business can learn from such events and prevent recurrence.
- Conduct risk assessments for any areas of the business posing significant risks to safety in line with current legislative requirements and best practice.
- Determine the provision and adequacy of personal protective equipment and highlight deficiencies so they may be resolved in a timely manner.
- Provide professional safety advice to the business in the absence of a competent colleague, thereby ensuring that professional advice is available at all times.
- Maintain appropriate records – incidents, reports, risk assessments, surveys, and audits. Good record keeping is of paramount importance for all fire, health and safety functions and can assist in identifying weaknesses in the safety systems operated by Harrods.
- Contribute to corporate policies and procedures which assist management and staff in complying with legislation and best practice.
- Keeping abreast of new developments/changes in the fields of health, safety, fire and security ensuring that the business is advised of any relevant changes etc in a timely manner. Ensure that their CPD for their professional body is maintained.
- Produce accurate reports as requested for meetings, committees and external Agencies.
- Deals with difficult situations or confidential matters according to policy and procedures, referring to others where necessary and appropriate.
- Support the Fire, Health and Safety department as directed.



Harrods

3. OTHER

A degree of flexibility is required, as some out-of-hour's work may occasionally be required.

4. KEY PERFORMANCE INDICATORS (KPI'S)

1. To deliver core fire, health & safety training courses (Manual handling, COSHH, work at height, hazard awareness, risk assessment etc.)
2. To complete projects allocated in a timely manner and with accuracy
3. To respond to all RIDDOR incidents within the legal timescale and complete a written investigation for each.
4. To

5. COMPETENCIES

1. Hold a professionally recognised health & safety qualification (level 5 minimum)
2. To have significant experience as a Health and Safety Adviser post level 5 qualification
3. Minimum of GradIOSH, working towards CMIOSH
4. Ability to undertake suitable and sufficient risk assessments unaided
5. Ability to write complex reports unaided
6. Be able to deliver meaningful health and safety subject specific training courses and associated programmes (e.g. Manual handling, COSHH, work at height, hazard awareness, risk assessment)

6. ORGANISATIONAL RELATIONSHIPS

Next Level
Supervisor/ Manager

Your Immediate
Supervisor/ Manager

Positions Reporting
to Your Manager/
Supervisor

Positions Reporting
to You

