



Health & Safety Lead Job Description

Main purpose of Position

Leading the way and promoting SCL's vision to ensure that every learner and staff, learn and work in safe and healthy environments. Taking ownership of safety across the various divisions and provide highly effective and timely health and safety support and advice to our site teams, learners and management staff.

The role is Remote and involves UK wide travel (50-60% travel).

Key Responsibilities & Duties

Provide expert H&S advice and support to sites and teams in a timely manner.

Provide H&S induction to new employees including writing and delivering specific H&S awareness training to site teams.

Carry out risk assessment of all divisions main tasks and activities ensuring the highlighting of risks and controls as well as any additional actions required, persons responsible and timeframe for completion.

Support sites to complete site H&S due diligence and ensure appropriate documentation is provided/available.

Carry out safety inspections and audits, actively participating in and supporting joint audits with CMs/RMs, coach and feedback where inconsistency is seen.

Lead on serious accident investigation across all sites, ascertain root cause, and remedial actions suggested plus actions taken. Follow up as and when required including and especially where enforcement is involved.

Submit RIDDORs in a timely manner and maintain proper record.

Liaise with and manage communication with enforcement, ensuring appropriate record of all communication and case outcome is kept.

Support sites with food safety registration. Provide support to sites with improvements and arrange a re-rating where required.

Support new sites with H&S onboarding including visiting the sites, advising on meeting SCL's standards and attend onboarding meetings.

Support other departments with H&S needs including and not limited to PEEPs, Person-Specific RA, New & Expectant mothers RA, Reasonable adjustment and any other H&S related matter.

Support the H&S team with engagement activities designed to improve our safety culture.

Partake in the development of policies, processes and requirements documentation, reviews and training.

Essential Skills and Qualifications

- At least 3 years' experience in Health & Safety with multi-site experience
- Recognised qualifications / certificates in Health and Safety e.g. NEBOSH IGC or Diploma or related certifications
- Fire Safety Certificate (desirable)
- Auditing experience
- Training development and delivery experience
- Good administrative skills