

Job Title:	Health & Safety Officer
Reporting to:	Head of Surveying & Property
Location	Liverpool Archdiocesan Offices

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

The Health & Safety Officer will support the effective management of health and safety across the Archdiocesan estate, ensuring that appropriate systems, assessments and controls are in place to safeguard clergy, employees, volunteers, parishioners and visitors.

The postholder will undertake health and safety risk assessments and fire risk assessments across a diverse portfolio of properties, carry out periodic reviews of these assessments, and support parishes in implementing practical and proportionate actions arising from recommendations.

The role requires a collaborative and pragmatic approach, providing clear and accessible guidance to non-specialist stakeholders while supporting the Archdiocese in meeting its statutory and moral responsibilities for health, safety and welfare.

Main Duties and Responsibilities

Risk Assessment and Compliance

- Undertake health and safety and fire risk assessments across the Archdiocesan estate, identifying hazards, evaluating risks and recommending practical and proportionate control measures.
- Review and update risk assessments periodically and following significant changes in use, occupancy, activities or property condition.
- Produce clear, practical reports outlining findings, priorities and recommended actions.
- Maintain accurate records of assessments, inspections, actions and compliance information.
- Monitor compliance with relevant health and safety legislation, recognised guidance and good practice, escalating significant risks where appropriate.
- Support the review and development of health and safety policies, procedures and guidance.

Parish and Property Support

- Provide practical health and safety advice and guidance to clergy, parish representatives, employees, volunteers and Archdiocesan departments.
- Support parishes and departments in implementing recommendations arising from risk assessments, inspections and audits.
- Promote a positive, proportionate and practical health and safety culture across the Archdiocese.
- Develop positive working relationships with stakeholders to encourage engagement and continuous improvement.

Inspections, Monitoring and Incident Support

- Carry out site inspections, audits and compliance visits across the Archdiocesan estate.
- Monitor progress against agreed actions and support stakeholders in resolving outstanding issues.
- Assist with the recording, review and investigation of accidents, incidents and near misses.
- Identify trends, lessons learned and opportunities for improvement.
- Prepare reports and updates on health and safety performance, risks and compliance matters.

Fire Safety

- Undertake and review fire risk assessments across relevant Archdiocesan premises in accordance with legislation, recognised guidance and good practice.
- Provide advice on fire safety management arrangements, emergency procedures and evacuation plans.
- Support parishes and departments in implementing fire safety recommendations and remedial actions.
- Identify when specialist fire safety advice or external support is required.
- Liaise with external specialists, contractors and enforcing authorities where appropriate.

Contractor and Property Interface

- Support the Surveying & Property team by ensuring health and safety considerations are embedded within maintenance, repair and project activities.
- Review contractor health and safety documentation, including risk assessments and method statements, where required.
- Assist in monitoring health and safety standards during works and site activities.
- Support the identification and management of property-related health and safety risks.

Training and Awareness

- Support the delivery of health and safety briefings, guidance and awareness sessions for parish and diocesan stakeholders.
- Develop practical tools, templates and guidance materials to support effective health and safety management.
- Encourage understanding of individual responsibilities for health, safety and welfare.

General

- Work collaboratively with colleagues across the Surveying & Property team and wider Archdiocese.
- Contribute to the ongoing development and improvement of health and safety arrangements and systems.
- Maintain up-to-date knowledge of relevant health and safety legislation and good practice through continuing professional development.
- Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
- To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience as required by Head of Surveying & Property.
- At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential
	• NEBOSH National General Certificate in Occupational Health and Safety (or equivalent). • NEBOSH Fire Safety Certificate (or equivalent recognised fire risk assessment qualification). • Technical Membership (TechIOSH) or higher of the Institution of Occupational Safety and Health (IOSH). • Full UK driving licence and willingness to travel extensively across the Archdiocese.
	Desirable
	• Membership of the Institution of Fire Engineers (IFE), Association of Fire Safety Managers (AFSM) or similar professional body. • Fire Risk Assessor qualification.
Experience	Essential
	• Experience of undertaking health and safety risk assessments. • Experience of undertaking fire risk assessments across a range of occupied premises. • Experience providing practical health and safety advice in a varied property environment. • Experience producing clear written reports and managing action plans. • Experience carrying out workplace inspections and compliance visits. • Experience monitoring the implementation of health and safety recommendations. • Experience assisting with accident, incident or near-miss investigations. • Experience working with non-specialist stakeholders such as volunteers, community groups or faith organisations.
	Desirable
	• Experience working within the charity, ecclesiastical, education, housing or public sector. • Experience working across a diverse property portfolio. • Experience delivering health and safety training or awareness sessions. • Experience supporting health and safety audits. • Experience using electronic compliance or health and safety management systems.
Skills and Knowledge	Essential
	• Good knowledge of UK health and safety legislation and associated regulations. • Good understanding of fire safety legislation and recognised fire risk assessment guidance. • Knowledge of risk assessment methodologies and practical control measures.

	• Understanding of accident reporting and investigation processes. • Ability to interpret legislation and apply it in a practical and proportionate manner. • Excellent written report-writing skills. • Excellent verbal communication and interpersonal skills. • Ability to communicate effectively with both technical and non-technical audiences. • Strong organisational skills with the ability to prioritise competing workloads. • Ability to work independently while contributing effectively within a team. • Strong attention to detail and ability to maintain accurate records. • Competent IT skills, including Microsoft Office applications.
	Desirable • Knowledge of the Construction (Design and Management) Regulations. • Knowledge of statutory compliance relating to asbestos, legionella and other building safety matters. • Understanding of health and safety management systems. • Awareness of risks associated with listed buildings and places of worship. • Awareness of safeguarding responsibilities within a church environment.
Personal Attributes	Essential • Professional and approachable manner. • Practical, proportionate and solution-focused approach to health and safety. • Excellent organisational and time management skills. • Strong interpersonal skills with the ability to build positive working relationships. • Self-motivated with the ability to work independently and use initiative. • Ability to influence and support others positively to improve health and safety standards. • Flexible approach to work and willingness to travel throughout the Archdiocese. • High standards of integrity, professionalism and confidentiality. • Commitment to continuous professional development. • Commitment to promoting the mission, values and ethos of the Archdiocese of Liverpool.
	Desirable • Resilient and adaptable, with the ability to respond positively to changing priorities and challenges. • Collaborative approach, with a willingness to share knowledge and support colleagues. • Positive and proactive attitude, with a commitment to continuous improvement.