

**BUIDHEANN TIGHEADAS LOCH AILLSE AGUS
AN EILEIN SGITHEANAICH LTD
LOCHALSH AND SKYE HOUSING ASSOCIATION**

JOB DESCRIPTION

- 1. POST TITLE:** HEALTH & SAFETY AND FLEET OFFICER
- 2. GRADE AND SPINAL POINTS:** Professional & Administrative Grade 7, Point 22-25
- 3. RESPONSIBLE TO:** Technical Manager
- 4. RESPONSIBLE FOR:** N/A

5. JOB PURPOSE

To ensure efficient and effective oversight of Health & Safety functions and Fleet management, in accordance with LSHA policies and procedures and statutory requirements.

6. MAIN DUTIES – HEALTH AND SAFETY

- 6.1 To undergo suitable training which will include, as a minimum, NEBOSH Certificate and “Health & Safety Awareness” and instruction in the implementation of the policies, procedures and arrangements set out in the Health & Safety Control Manual (HSCM).
- 6.2 To induct all new starts in Health and Safety requirements.
- 6.3 To ensure ongoing refresher Health and Safety training for the Technical Services team and continuous professional development.
- 6.4 To maintain the master HSCM and the record keeping system. This will include the dissemination of all HSCM updates to Line Managers and the filling of appropriate records.
- 6.5 To comply with the duties as set out in the HSCM, including EVH responsibilities, DSE checks, monthly First Aid / Body Fluid kit inspections, accident book / near misses reporting systems and to lead on the annual audit. To report the findings of any inspections and audits to SMT, ensuring follow up to any outstanding requirements.
- 6.6 To comply with PAT testing requirements within Morrison House & All Tech / HP Stores.
- 6.7 To ensure COSHH checks are completed on products in all areas, including the updating of safety data sheets and the intranet.
- 6.8 To lead on Fire Related precautions and safety, including legal compliance, fire risk assessments, weekly fire alarm and extinguisher checks and ensuring evacuation procedures are in place and understood by all employees.

- 6.9 To lead on all H&S compliance with regards SHR Regulations and audits – including maintaining an overview of LSHA property safety and compliance.
- 6.10 To investigate significant incidents and events and provide advice and expertise to support relevant staff members.
- 6.11 To be responsible for ensuring that all regulations are being observed within the Association's premises and risk assessments.
- 6.12 To provide assistance to the Board, the Chief Executive, SMT and Line Managers in the undertaking of risk assessments / action plans, control implementation, policy development and other related Health & Safety tasks. This will involve liaison with the EVH Health & Safety Support Service and/or Safehands and/or any other competent Health & Safety consultant.

7. MAIN DUTIES – FLEET MANAGEMENT

- 7.1 Review the Vehicle Management Policy & Procedures to ensure it remains fit for purpose and meets all current legislative requirements and LSHA's operational needs.
- 7.2 To co-ordinate all LSHA vehicle related issues or enquiries.
- 7.3 Co-ordinate economical and efficient procurement of new vehicles, taking account of current and emerging departmental requirements, vehicle availability / lead times and emerging technologies.
- 7.4 Co-ordinate the disposal of vehicles at end of contract timeously with the aim of reducing additional costs to the Association (undue damage / wear & tear).
- 7.5 Familiarise requirements for Crown Commercial Services Fleet Portal for procurement of new vehicles.
- 7.6 Build relationships with Inverness based commercial vehicle suppliers (Sales contacts at: Hawco, Dixons, Parks, Arnold Clark, etc) explore alternative supply avenues when necessary.
- 7.7 Co-ordinate accident management procedures where required.
- 7.8 Undertake 6 monthly vehicle condition checks, co-ordinate warranty repairs and safety recall notices, plus windscreen repairs / replacement and ordering of new livery as required.
- 7.9 Record annual licence checks & driver declarations.
- 7.10 Act as focal point for the installation, removal and operation of the Samsara tracker system (or similar), monitoring data and trends, to ensure the responsible use of vehicles. Allocate users & roles and update gateway vehicle details as necessary.

7.11 Approve / co-ordinate all vehicle related invoices and integrating with Finance database of maintenance costs all in accordance with standing order delegations.

8. GENERAL

8.1 To maintain adequate and accurate records and systems (including as-built information) to ensure the effective and efficient delivery of the Association's functions and to provide verbal and written reports as required.

8.2 To attend and, where necessary, represent the Association at meetings with external organisations and individuals.

8.3 To attend meetings of the Board or designated Sub-Committee as required.

8.4 To undertake such additional activities related to the Association's functions as may be delegated from time to time.

8.5 To assist in ensuring that the Association meets agreed Performance Standards in relation to the delivery of its functions.

8.6 To contribute to the general development and wider activities of the Association as a member of the staff team and to act at all times in the best interest of the Association.

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PERSON SPECIFICATION

POST TITLE: HEALTH & SAFETY AND FLEET OFFICER		GRADE: 7
KNOWLEDGE	ESSENTIAL	DESIRABLE
Knowledge of the Housing Association Sector, the key issues affecting it, and the contribution and impact it makes on the lives of individuals and the community		✓
Previous broad experience of working within a Health and Safety environment	✓	
Information Technology Applications, in particular Microsoft Office	✓	
Knowledge of RIDDOR reporting procedures	✓	
Good understanding of risk assessment and sensible risk management and ability to explain these principles to staff and employers	✓	
Ability and willingness to deliver health and safety training courses		✓
Ability to make sound judgements and to justify decisions in a competent manner	✓	
Able to undertake inspections and site visits	✓	
Knowledge of current legislative requirements for vehicle management including policy & procedures		✓
EXPERIENCE		
Previous experience of working within a Health and Safety environment	✓	
Experience in successfully managing relationships with key service providers		✓
SKILLS AND ABILITIES		
Excellent written and oral communication	✓	
Ability to liaise effectively with internal departments and external agencies	✓	
Self organisation of tasks and workload	✓	
Team worker	✓	
TRAINING & EDUCATION		
Possess or working towards NEBOSH Certificate or Equivalent		✓
Evidence of further professional development		✓
OTHER REQUIREMENTS		
Full Driving Licence	✓	