

Job profile

Job title: Health & Safety Officer	Responsible to: Director of Property Operations
Salary grade: L (Up to £50,204 per annum)	Contracted Hours: 37 hours
Responsible for: N/a	Behaviour level:

Purpose of the job:

To provide competent health & safety and CDM support to Property Services by monitoring compliance, advising frontline teams and contractors, and helping to manage risks arising from repairs, maintenance, compliance activity and capital works. The role supports safe delivery of construction and maintenance activity in occupied homes and operational environments, ensuring duties under the Construction (Design and Management) Regulations 2015 are met.

To ensure all maintenance activities across housing properties comply with health and safety legislation, regulation and organisational standards. The role focuses on contractor management, safe systems of work, and risk control during repairs, servicing, and planned maintenance projects.

Key accountabilities:

1. To provide Principal Designer services to the Property Services Team in accordance with the Construction (Design and Management) Regulations 2015, ensuring foreseeable health and safety risks are eliminated, reduced or controlled during the planning and delivery of works.
2. To prepare, coordinate and maintain appropriate Pre-Construction Information for maintenance, compliance and improvement works, ensuring relevant hazards and control measures are clearly communicated to in-house teams and contractors.
3. To review Construction Phase Plans to ensure they are suitable, sufficient and proportionate to the nature and risk of the works being undertaken.
4. To review and approve risk assessments and method statements to ensure they are suitable and sufficient for both in-house maintenance operatives and contractors prior to works commencing.

- 5 To develop, implement and maintain health and safety procedures specific to maintenance operations, including working at height, hot works, lone working and work in occupied properties.
6. To carry out site inspections and health and safety audits of maintenance and minor works activities to monitor compliance with legal/ regulatory requirements and organisational procedures.
7. To deliver toolbox talks, briefings and health and safety training to maintenance staff and contractors to support safe working practices.
8. To promote a proactive health and safety culture within the maintenance team, encouraging early identification and reporting of hazards, near misses and unsafe practices.
9. To oversee and investigate accidents, incidents and near misses arising from maintenance operations, identifying root causes and ensure appropriate corrective actions are identified and implemented.
10. To review and maintain accurate records of permits to work, risk assessments, method statements, inspections and health and safety compliance checks.
11. To advise maintenance supervisors, managers and contractors on health and safety requirements, safe systems of work and CDM compliance within a live housing environment.
12. To provide advice and support to our assets and development teams.
13. To submit, manage and maintain appropriate documentation in line with safety schemes and accreditations in procurement, such as CHAS.

Person specification

Job title: Health & Safety Officer		
Criteria	Essential / Desirable	Method of Assessment
Qualifications		
NEBOSH General Certificate in Occupational Health and Safety (or equivalent)	E	AF / Certificates
NEBOSH Construction Certificate/ Diploma (or working towards)	D	AF
Knowledge of CDM 2015, including Principal Designer duties	E	AF / I
Formal CDM-specific training	E	AF / I
IOSH membership (or working towards)	D	AF

Evidence of ongoing CPD in health & safety	E	AF
Knowledge, skills, and abilities		
Experience in a health & safety role within property services, maintenance, construction or housing	E	AF / I
Experience within a housing association or local authority	D	AF / I
Experience providing CDM support, including preparation of Pre-Construction Information	E	AF / I
Experience acting as or supporting a Principal Designer role	D	AF / I
Experience reviewing Construction Phase Plans	E	AF / I
Experience reviewing RAMS for maintenance and construction activities	E	AF / I
Experience working with in-house maintenance teams	D	AF / I
Experience conducting site inspections and health & safety audits in live environments	E	AF / I
Experience investigating accidents, incidents and near misses	E	AF / I
Experience completing RIDDOR reporting	D	AF / I
Knowledge of UK health & safety legislation relevant to maintenance and construction	E	AF / I
Knowledge of housing-specific risks and controls	D	AF / I
Understanding of safe systems of work in occupied properties	E	AF / I
Knowledge of permit-to-work systems	D	AF / I
Ability to interpret and apply legislation proportionately in an operational environment	E	I
Ability to review health & safety documentation and identify gaps in control	E	I
Strong communication skills with operatives, supervisors, contractors and managers	E	I
Ability to produce and present clear written reports and maintain accurate records	E	AF / I

Ability to influence safe behaviours and challenge unsafe practices appropriately	E	I
Proactive, practical and solution-focused approach to health & safety	E	I
Confidence operating on site in live working environments	E	I
Methodical, accurate and detail-focused approach to work	E	AF / I
Ability to work collaboratively while maintaining professional independence	E	I
Willingness and ability to visit sites across the housing stock	E	AF
Ability to work flexibly to support operational and site requirements	E	I
Commitment to equity, diversity and inclusion and resident safety	E	AF / I
Use of own car and a full driving licence	E	
<p>Values and behaviours - <i>It's not just about what we do, we believe it's how we do it too...</i></p> <p>By living our behaviours every day, our colleagues, managers and senior managers are living our shared values and helping to deliver our Business Strategy objectives of Quality Homes, Quality Services and Quality People:</p> <ul style="list-style-type: none"> • Do the right thing For residents, communities and each other. We stop and consider what the right thing to do is, even when it is difficult • Show respect and kindness, always No matter the situation or conversation, we treat everyone with respect and kindness. • Be honest and fair Honesty and fairness underpin what we do. We value transparency, welcome discussion and debate, and are open to change when it is the right thing to do. • Make it happen We take personal responsibility, take pride in doing our best, stay curious and embrace learning and innovation. 	E	I

<ul style="list-style-type: none"> • All belong at SLH We embrace the power of difference and see it as a real strength, ensuring everyone feels they belong. 		
	E – Essential D – Desirable	AF – Application form/CV I – Interview ST – Skills test
<p>Please note: No job profile can cover every task which may arise within a role. The post holder will be expected to carry out other duties from time to time which are broadly consistent within this document.</p>		
<p>Role profile prepared by: Director of Property Operations</p>		
<p>Review date: April 2026</p>		
<p>Location: Bridge Mills Business Centre, Stramongate, Kendal LA9 4BD. South Lakes Housing operates a hybrid working policy.</p>		