

Recruitment Pack for

# Health and Safety Officer

Dear Applicant

**Post:**

**Health and Safety Officer**

**Location:** Galashiels  
**Hours:** 37 hours per week  
Temporary fixed term contract for 12 months  
**Closing Date:** 5 August 2022  
**JOB REF No:** 0685  
**SALARY:** Grade 7 (£26,751 - £29,077)

Thank you for the interest you have shown in our Health and Safety Officer role. This post will be appointed on a 12 month temporary basis in the first instance. You will find the following enclosed:

- Introduction to Live Borders
- Our Strategic Vision
- Our Service – Libraries
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website [www.liveborders.org.uk](http://www.liveborders.org.uk)

The enclosed information provides you with details about our organisation to assist you with your application. If you would like to apply for this post, you will find an Application Form & Guidance along with an Equal Opportunities Monitoring Form on our website at [www.liveborders.org.uk/get-involved/jobs/](http://www.liveborders.org.uk/get-involved/jobs/).

Please complete both and return to [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk)

The anticipated timeline for the recruitment process is outlined below:

**Closing Date:** Friday 5 August 2022  
**Interviews:** w/b 22 August 2022

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful. If you have a disability and need assistance in completing your application form, please contact our People team [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) to discuss your needs or request a call back. We look forward to receiving your completed application.

## Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of 15 Trustees who set the strategic direction and monitors performance of the organisation.

## Our strategic vision

**Vision:** Everyone living in, working in and visiting the Borders to be healthier, happier and stronger.

**Mission:** We use our energy, enthusiasm and knowledge to support more people to experience more, learn more and move more.

### Strategic goals:

- Expand levels of participation
- Grow our earned income
- Develop plural funding streams
- Build on our reputation for great customer service
- Be a sustainable charity
- Nurture our people.

## Our aims and values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team, made up of our Chief Executive Officer and 3 Directors, provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

As we re-emerge from the challenges of Covid 19 and a lockdown which has seen Live Borders unable to deliver any of its services to customers we are now entering a period of recruitment to meet our new ways of working and our ever expanding programmes of activity. Here are some of the ways in which the way we do things are different:

<https://www.liveborders.org.uk/what-to-expect-getting-you-back-safely/>

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Post:</b>	Health and Safety Officer
<b>Department:</b>	Business Services
<b>Reporting to:</b>	Property and Assets Manager

### Job Purpose:

The successful candidate will be “hands-on” The Health and Safety Officer responsible for ensuring that Live Borders meets legislation and regulation requirements to enable all activities to take place in a safe and controlled environment.

The Health and Safety Officer will establish a demonstrable due diligent suitable safe systems of work and controls for the safety of customer’s visitors and staff and all other persons in and on the Live Borders Properties, Facilities, and events. The Health and Safety Officer will hold a NEBOSH general certification or CIMSPA or equivalent and ideally be a member of IOSH. You should also hold a full, clean driving license with access to a car.

### Responsibilities:

1. To review Live Border’s requirement for compliance with the “Guide to Safety at Sports Grounds” (also referred to as The Green Guide) to ensure compliance is established as a requirement and if required compliance is achieved and maintained including taking necessary action
2. To ensure we are fully compliant with all relevant Health and Safety at Work legislation
3. To ensure we are fully compliant with Fire Safety Legislation
4. To attend all meetings on behalf of Live Borders to discuss any issues relating to Health and Safety
5. To prepare lead and chair the Live Borders Health and Safety forum
6. To Re-Establish SHE Assure Portal use through Scottish Borders Council. Including identifying Key Stake Holders responsibilities and training requirements, for Area Managers Duty Managers and Live Borders Team Members across the business.
7. To Review Audit and implement standardisation of practices procedures documents and templates for use across the estate in respect of the management of Health and Safety relating to: PPOP, EAP, NOP, RAMS and COSHH
8. Report RIDDOR reportable accidents in a timely and accurate manner to HSE. Conduct RIDDOR accident investigations on-site, in addition to supporting managers with non-RIDDOR investigations. Ensure that all accidents are documented, investigated and recommended improvements implemented
9. To undertake Fire Audits, against the Fire Risk Assessment across the estate supporting the implementation of compliant methods of implementation of the requirements of the Fire Risk Assessment
10. To Compile, Review Audit, Maintain, and Manage a register of contractors, consultants and service providers providing contract services to live borders Inc. their Insurances, certifications, registrations and licenses
11. Review Audit Approve and Sign off Risk Assessments and Method Statements of businesses providing external services to live borders to ensure compliance with Health and Safety arrangements when working for Live Borders
12. Review Audit Approve and Sign off Risk Assessments and Method Statements and insurances for all live Borders events to ensure compliance with Health and Safety legislation
13. In collaboration with Service Managers, ensure a safe workplace environment without risk to health

14. Support the Property and Asset Manager to develop and deliver Health and Safety policy and procedures to ensure compliance
15. Ensure that Live Borders meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting
16. Ensure Area Managers and Duty Managers complete and regularly review risk assessments and Method Statements for all work equipment and operations across the business
17. To Establish Manage and Maintain a Training Matrix to ensure staff are appropriately trained in respect of health, safety across the business
18. To liaise with Scottish Borders Council, Police, Fire and Ambulance Services and any other body e.g. Safety Advisory Group in relation to Live Borders Health and Safety Compliance
19. Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated
20. Ensure Centre Managers Area Managers and Teams complete and regularly review risk assessments for all work equipment and operations
21. Review, Identification, and establishment of standard format task-orientated training programmes for live Borders Team
22. Pool Plant Operating Procedure Review, Audit Standardisation and Implementation, Audit and Support
23. System Review
24. Display Screen Equipment
25. Pre-Work HSE Monitoring Meeting
26. Work Place Risk Assessment Audits
27. System Review
28. Display Screen Equipment
29. Pre-Work HSE Monitoring Meeting
30. Work Place Risk Assessment Audits
31. Build and maintain good working relationships with colleagues within the organisation
32. Represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the Live Borders profile
33. Comply with, and ensure compliance with, all Live Borders policies and procedures
34. As an employee you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions and / or training received
35. This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of the Service or Live Borders

**Other details:**

Driving duties will be required to meet the needs of the service including approved travelling to venues and meetings within and beyond the Scottish Borders.

# SUMMARY OF CONDITIONS OF SERVICE

Location:	<b>Galashiels</b>
Hours of Work:	<b>37 Hours per week</b>
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time) Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	one month, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Cycle To Work Scheme Access to ASVA Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

# INFORMATION FOR ALL JOB APPLICANTS

## Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

## Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

## Live Borders

For more information about Live Borders please visit our website [www.liveborders.org.uk](http://www.liveborders.org.uk)

Please contact our People Team on [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) if you require any other information about working for Live Borders.