

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	PLACE AND PROSPERITY
SERVICE:	HOUSING
POST:	HEALTH AND SAFETY OFFICER – DUTY HOLDER ASBESTOS
GRADE:	PO1
RESPONSIBLE TO:	COMPLIANCE MANAGER

JOB SUMMARY

Lead officer for Housing in the provision of internal health & safety advice, guidance ensuring the effective implementation and continued improvement of the Council's Health & Safety management framework within the Housing Service.

To deliver compliance in relation to asbestos across the Council's Housing stock fulfilling the requirements as the Duty Holder for asbestos.

MAIN DUTIES AND RESPONSIBILITIES

To provide professional advice, guidance and support on health and safety and asbestos matters to managers, employees, elected members, contractors and any other partners working for within Housing or on behalf of the Housing service.

To promote and sustain a positive health and safety culture.

To support the development of IT systems used by the service to enhance the self-service and other options available to managers and employees.

Provide professional advice, prepare reports and attend meetings as required.

To identify, promote and be responsible for specific projects and initiatives as required.

Exercise stewardship of the highest order in relation to budgets and other resources in pursuance of the Council's aims and objectives and in accordance with the Council's Standing Orders and Financial Regulations, including the co-ordination, production, management and monitoring of the service's budget and performance.

To adhere to and ensure the appropriate compliance with the Council's Health & Safety Policy.

To support, promote and comply with the Corporate Equality, Diversity and Inclusion Strategy when undertaking the duties of this post.

To respect the sensitivity and confidentiality of any information regarding clients/customers in adherence with the Data Protection policies of the Council.

Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

SPECIFIC ACCOUNTABILITIES

To develop, implement and deliver an annual Health and Safety action plan for Housing to ensure regulatory compliance.

Provide professional advice and support in relation to the application of, adherence to and updating of health and safety best practice, policy and procedure within the Housing Service and in line with the Council's corporate Health and Safety policies and procedures.

Provide professional advice and support in relation to asbestos activities including best practice, policy and procedure.

Be the responsible person for fire safety, working with the Compliance Manager to deliver fire actions and remain compliant.

Maintain an accurate and up to date asbestos register for Housing to include all housing stock.

Ordering of asbestos surveys, reviewing of the surveys, and actioning any recommendations.

Contacting residents during/following the emergency works and reassuring residents.

To contract manage both the asbestos survey and asbestos removal contracts. Ensuring regular monthly meetings are held and minutes taken. Performance monitor against the agree contract KPI's.

Ensure the asbestos policy and documents are regularly reviewed and in line with any changes in legislation and guidance.

To research, interpret and advise on any changes in health and safety legislation relating to Housing, best practice, guidance and ensure relevant documents and working practices are updated and communicated.

To advise the Housing service on methods of future avoidance regarding incidents, near misses and legal action in accordance with the corporate policy.

To investigate complaints relating to health and safety matters at work and liaise with statutory bodies such as the Health and Safety Executive. Working with the corporate Health and Safety Officer.

To implement and review risk assessments and method statements for the direct labour organisation operatives including safe systems of work.

To regularly review health and safety performance of DLO and contractors.

To ensure that incident reporting procedures are maintained, analysed and appropriate management actions are taken, including root cause analysis, to reduce/remove risks.

To design, deliver and evaluate health and safety training and related learning interventions and any further needs identified throughout the Council.

To liaise with external bodies e.g., Fire Authority, Health and Safety Executive, Police, Trade Unions and other Local Authorities in Health and Safety matters related to the service area.

To provide advice and support for ensuring that all contractors meet the required health and safety standards.

Make recommendations on improvements to service delivery or services provided by the Team.

Support the Compliance Manager including any other duties.

Date issued: January 2025

Issued by; Head of Housing