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Westminster Abbey



# Health and Safety Advisor

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Job description and person specification



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## Job description

**JOB TITLE:** Health and Safety Advisor

**DEPARTMENT:** Human Resources

**POST REPORTS TO:** Head of Human Resources

**JOB SUMMARY:** To support the Head of Human Resources in overseeing Health and Safety (H&S) across all Abbey departments and environs, to advise on all matters relating to H&S and to collaborate effectively with departments across the Abbey to create a positive H&S culture within the Abbey.

To drive and promote a positive H&S culture in the Abbey, so it becomes a priority, and there is a shared common purpose so that H&S is the responsibility of all. This includes developing a new robust process for reporting incidents and logging these and using an appropriate system to log these incidents and cases.

The ideal working pattern would be 9.30 am to 2.30 pm Monday to Friday with occasional weekends, and evenings although there is also some flexibility.

**KEY RELATIONSHIPS:** Internal: Human Resources Department, Deputy Receiver General, Works, Visitor Experience, Learning and Development Manager, Deputy Clerk of the Works, Abbey Safeguarding Officer. External: Health and Safety Senior Independent Advisor, External Health and Safety local and national networks, Westminster Council.

**BACKGROUND:** Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey, comprising approximately 300 employees and a greater number of volunteers.

### MAIN DUTIES AND RESPONSIBILITIES:

#### General

- You will take the initiative to identify areas for H&S improvement and implement and co-ordinate risk management processes for departments.
- You will engage with staff across the Abbey, particularly Heads of Department, understand their H&S needs and find appropriate solutions for how these might be resolved.
- You will attend, acting as the administrator for the H&S Management Group, supporting with meeting actions.

- You will attend and support the Chair of the H&S Staff Group, working closely with the staff reps, Deputy Clerk of Works and the Head of HR.
- You will support Heads of Departments and Volunteer Supervisors in conducting departmental H&S risk assessments.
- You will support the Head of Human Resources on investigating accidents and, where appropriate, compile adequate reports on such occurrences to ensure legal requirements are met.
- You will support the Head of HR in planning an annual H&S Budget, effectively. collaborating with the Learning and Development Manager for all H&S training needs and the finance department to deliver a transparent and efficient process.
- You will work closely with the Abbey's Safeguarding Officer and the Events department to support the planning and delivery of internal and external events and services from a H&S perspective.
- You will take the lead on health and safety projects to promote compliance and deliver continual improvement.
- You will lead on H&S reporting for the Abbey Board and H&S committees.
- Maintain and update the Abbey's H&S intranet pages.
- Reviewing RAMS/H&S documentation for certain projects – for example, digital and comms contractor works, Works dept projects (e.g. Sacristy/Little Cloisters roofing) Events Team (certain services/events), sustainability projects contractor RAMS
- Writing reasonable adjustments Risk Assessments, Stress Risk Assessments, Pregnancy and Returning mothers Risk Assessments – usually referred by HR colleagues and based on the recommendations made in Occupational Health referrals.
- Site inspections when necessary working closely with the Works and Events teams.

### **Advice and Guidance**

- You will advise managers and staff on all Health and Safety-related matters.
- You will carry out workstation assessments, identifying where additional support or resources are required, and work with the Officer Manager and the ICT department to acquire these resources.

### **Training**

- You will work with the Learning & Development Manager to identify which H&S topics can be facilitated internally, and which will need external training facilitators.
- You will work with colleagues across the Abbey to design and deliver training and instruction to employees and others taking part in Abbey events, services and activities.

### **Policy and Strategy**

- You will develop and implement an H&S Plan that encompasses our Abbey community (staff and volunteers), visitors and worshippers.
- You will create a pattern for regularly reviewing the H&S policies and codes of conduct.
- In line with best practice, the HSE and British Standards, you will advise on new guidance and changing legislation.

# Person specification

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This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

## Education/Qualification

1. Relevant H&S-related Certificate/equivalent qualifications (*or working towards*) EG  
NEBOSH Certificate in Occupational Health and Safety, NCQR certificate in Applied Health and Safety

## Knowledge/Experience:

2. Experience working collaboratively with multiple departments.
3. Experience applying skills and knowledge to different situations and activities, understanding colleagues' motivations and goals to best support them in their roles.
4. Ability to demonstrate a deep and broad Knowledge of H&S matters and be committed to ongoing professional development.
5. Experience working in a complex organisation.
6. Experience facilitating internal H&S-related training sessions
7. Experience writing H&S reports and gathering H&S data.
8. Experience working with local councils and government bodies.

## Skills/Aptitudes:

9. Ability to demonstrate an understanding of current Health & Safety legislation.
10. Proven ability to influence and develop relationships at all levels within the business.
11. Excellent communication skills with a natural ability to listen well to people and to build strong relationships.
12. Exceptional problem-solving skills with a persistence to see issues resolved.
13. Ability to work in a standalone role, but also within a wider team.

## Personal Attributes & Circumstances:

14. You will be enthusiastic, creative, energetic, and work with a high-level of, diligence, professionalism and pride.
15. You will be well-organised and have great attention to detail.
16. You will understand working within a church context, and be sympathetic to the Christian faith and the Abbey's mission.

## Desirable

1. Experience working in a listed or historical building
2. Experience working within a visitor attraction site and dealing with multiple stakeholders.

3. Hold a NEBOSH Certificate in Occupational Health and Safety, NCQR certificate in Applied Health and Safety or equivalent (or working towards)
4. Member of IOSH.

The responsibilities contained within this job description are not exhaustive and will be kept under review. The contents may be amended from time to time to reflect the changing needs of Westminster Abbey. Any proposed changes will be discussed with the postholder.

#### Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.

This job profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.