



JOB DESCRIPTION

Health & Safety Manager - North

Job Title	Health & Safety Manager – North
Reports to	Tracy van der Merwe
Responsible for	No direct Reports
Location	Brackmills 2 — with national travel to other ILG sites

Purpose of the Role

To ensure that ILG’s operating environment is healthy and safe for everyone whose lives the business touches, and to work in partnership with key stakeholders both within and beyond the organisation to continuously develop the policies, procedures, methods, equipment and standards that underpin all aspects of occupational health and safety at work.

The post-holder will drive sustained and measurable improvement against key performance metrics, ensure that the company’s commitment to meet all legal obligations is fully discharged, and establish and protect ILG’s reputation for promoting sector-leading health and safety practice, both internally and externally.

Key Relationships

- Senior leadership team and Directors
- Site, operational and warehouse managers across all ILG locations
- Fire wardens, first-aiders and appointed health and safety representatives
- Facilities Management teams and contractors
- HR, Compliance and Quality functions
- External authorities, enforcement and institutional bodies (e.g. the HSE and Fire & Rescue Service)
- Insurers, auditors, training providers and accreditation bodies

Key Responsibilities

- Proactively work with all stakeholders to promote, embed and sustain an effective health and safety culture across the business.
- Take all reasonable steps to ensure sustained compliance with health and safety legislation, approved codes of practice, company policies, procedures and relevant guidance.
- Maintain the company’s accident and incident records and ensure that all statutory reporting requirements, including RIDDOR, are met accurately and on time.



- Liaise with external authorities, enforcement bodies, institutions and organisations as necessary.
- Develop, maintain and report on performance against relevant key metrics, making qualified recommendations for change where required.
- Lead the risk assessment programme, ensuring that suitable, sufficient and fully documented assessments are completed in a timely manner and that the control measures and arrangements identified are implemented and reviewed.
- Design, deliver, record and evaluate appropriate and effective health and safety education and training programmes.
- Ensure that all relevant renewals — including training, licensing and certification — are undertaken as required.
- Conduct regular health and safety inspections and audits, resolve issues identified and maintain adequate records.
- Manage the health and safety aspects of Facilities Management, including the safe operation, inspection and maintenance of premises, building services, equipment and contractor activities (for example permits to work, statutory inspections, planned preventative maintenance, and the control of asbestos, legionella and working at height).
- Plan and lead emergency evacuation drills, working closely with fire wardens to monitor and ensure compliance with fire procedures and fire risk assessments.
- Ensure adequate provision of first-aid cover, welfare facilities and supporting arrangements.
- Ensure the provision of all relevant personal protective clothing and equipment.
- Work towards the achievement of ILG's annual health and safety objectives.

Performance Standards

- Demonstrable, sustained improvement against agreed health and safety key performance indicators.
- Full compliance with statutory obligations, with no enforcement action against the business.
- Progress towards, and ongoing maintenance of, ISO 45001 certification.
- Risk assessments, inspections and audits completed to schedule and to a consistently high standard.
- Accurate, complete and timely records and statutory reporting.
- Positive engagement with, and constructive feedback from, stakeholders and site teams.

Skills & Experience Required

- A recognised health and safety qualification (NEBOSH)
- Demonstrable experience of developing, implementing and maintaining occupational health and safety management systems, ideally to ISO 45001 standard.



- A successful track record of developing, delivering and evaluating effective health and safety training.
- Demonstrable capability in undertaking suitable and sufficient risk assessments and implementing appropriate control measures.
- A sound understanding of fire management and emergency planning.
- Working knowledge of Facilities Management and the safe management of premises, building services, equipment and contractors.
- Experience of investigating accidents and incidents and implementing recommendations.
- An understanding of the health and safety risks associated with the handling and storage of dangerous goods.
- Experience of formulating, implementing and revising effective health and safety policies and procedures.
- Experience of conducting suitable and sufficient health and safety checks and making recommendations.
- Excellent IT skills, including Word, PowerPoint and Excel, together with familiarity with health and safety management software.
- Experience in warehousing, logistics or retail.
- Excellent written and verbal communication skills.
- Excellent administrative and record-keeping skills, with the ability to evidence compliance with ILG's health and safety management procedures.

Personal Characteristics

- Works on own initiative, is driven to achieve and demonstrates strong self-motivation.
- A collaborative team player with a flexible and adaptable approach.
- Ready mobility to directly support all ILG sites nationally.
- Flexibility to work occasional weekends and evenings as required.