

JOB DESCRIPTION

Job Title:	Health and Safety Advisor
Reporting to:	General Manager UK
Location:	Banstead Manor Stud, Cheveley, CB8 9RD All Newmarket farms and travel to Estcourt Estate, GL8 8XF as required
Hours of Work:	37.5 hours per week Additional hours as required for the proper fulfilment of duties

JOB PURPOSE

To provide professional and competent health and safety advice, guidance, and support across all UK farms, ensuring compliance with UK health and safety legislation and company policies.

The successful individual will work proactively with managers and employees to promote a positive safety culture through an in-house safety committee, building on existing health and safety management systems and processes to protect people, support business objectives, and drive continuous improvement.

KEY RESPONSIBILITIES

Advice

- Liaise regularly with General Manager UK & UK Stud Managers regarding all H&S related issues
- Ensure the company complies with all current H&S legislation (Health & Safety at Work Act 1974)
- Be the first line of contact for all issues and advice relating to health, safety and welfare
- Maintain relationships with the appointed external competent H&S consultant
- Maintain continuous professional development to remain current and up to date

Policies and Procedures

- Co-ordinate and conduct an annual review of the UK H&S documentation and update as necessary
- Research, develop and implement new policies and procedures, as required, due to new or changing legislation and in keeping with H&S best practice
- Communicate, support the implementation of, and monitor the effectiveness of, the H&S management systems and safety operational policies

Investigations, Audits & Monitoring

- Manage accident, incident and near-miss reporting, investigations, analysis and trend reporting.
- Conduct annual H&S audits across UK farms, providing action plans and monitoring completion of remedial actions.
- Produce monthly H&S reports for the Senior Management Team.
- Develop, review and maintain H&S policies, procedures and safe systems of work in line with best practice.

JUDDMONTE

Consultation and Employee Engagement

- Establish and work with representative H&S working parties to develop risk assessments, promote safe working practices, and provide a forum for employees to raise health and safety issues and concerns.
- Carrying out H&S inductions for all new starters

Training

- Manage all H&S training (including refresher training) for all appropriate employees
- Carry out display screen equipment (DSE) assessments and offer training and support in best practice to all VDU operators

Fire Safety

- Ensure compliance with all fire safety requirements and audits in line with current legislation (Fire Safety (England) Regulations 2022, Regulatory Reform (Fire Safety) Order 2005, Health & Safety at Work Act 1974) for all UK farms ensuring records are maintained
- Management of Fire Risk Assessments (FRA) and tracking actions to completion, monitoring and coordination of remedial works arising from inspections, assessments and system upgrades

Miscellaneous

- Produce and monitor annual UK H&S budget
- Carry out face fit testing for UK employees in line with best practice
- Manage PPE provision
- Review and advise on contractor H&S documentation in relation to UK property projects
- Tree Safety/Woodland Management in conjunction with Stud/Estate Managers
- Organise PAT Testing for all UK farms
- Manage the contract for all UK machinery maintenance (British Engineering Services)
- Manage the monitoring of all HAV/WBV tools & equipment and arrange external testing

The above is not exhaustive and other duties including projects and reporting commensurate with post will be required by the post holder

PERSON SPECIFICATION

Essential

- Previous experience in a similar H&S role
- Previous experience within either the equine or agricultural industry would be advantageous
- Hold a relevant H&S qualification at Level 3 or above – ie NEBOSH General Certificate or IOSH Certificate in Occupational Safety and Health Principles and Practice or equivalent, or the willingness to undertake
- Possess strong communication skills, with the ability to engage effectively with a wide range of stakeholders
- Ability to build and maintain effective working relationships
- Excellent organisational skills and ability to prioritise
- Displays attention to detail and high levels of accuracy
- Self-motivated and team player
- Competent user of Microsoft Office (Word, Excel, Outlook)
- Full UK driving licence
- Right to Work in the UK as Juddmonte does not offer sponsorship