

Health & Safety Advisor - Temporary

Company Description

Kirkman & Jourdain Ltd is a full maintenance, alterations, and refurbishment service provider operating in London and the South-East of England. With over 40 years of experience, we have partnered with reputable organisations in both the public and private sectors, including NHS trusts, universities, local authorities, and renowned businesses. Our commitment to quality work and exceptional service sets us apart in the industry.

Role Overview:

We are seeking a Health & Safety Advisor (temporary contract) to oversee and enhance our safety programmes. The ideal candidate will be responsible for ensuring compliance with all health and safety regulations, conducting risk assessments, providing safety training and leading initiatives to continuously improve our safety standards.

Key Responsibilities:

- Create, implement, and maintain health and safety policies and procedures.
- Ensure the organisation complies with all health and safety legislation.
- Producing and updating Construction Phase Plans.
- Perform regular risk assessments, produce method statements.
- Create site folders and prepare site boxes for projects.
- Carry out site safety inspections and recommend improvements based on findings.
- Compiling, creating and distributing Health & Safety Files upon completion of works.
- Investigate workplace accidents, incidents, and near misses and report RIDDOR reportable incidents as required.
- Act as a point of contact for health and safety-related issues to staff and contractors.
- Organise and conduct training sessions for employees on health and safety practice.
- Maintain records of safety inspections, risk assessments, and training sessions.
- Implement programs to promote workplace health and well-being.
- Approving Sub – Contractors and uploading and updating their Health & Safety documentation on the system.
- Ordering PPE / RPE and ensure stock levels are acceptable.
- Ensuring plant register is correct, updated and maintained, organising servicing/calibration of equipment at regular intervals when due.
- Updating SSIP information to keep accreditations up to date.
- Assisting with internal ISO45001 audits, as well as the annual external audit and ensuring company compliance.
- Attend monthly line managers meetings and report as per agenda.

Skills & Qualifications

- Experience in a similar role within the construction industry.
- Strong knowledge of current Health and Safety legislation.
- Excellent communication and Interpersonal skills.
- Ability to work independently and as part of a team.
- Strong problem-solving skills and attention to detail.
- Relevant qualifications such as NEBOSH, IOSH or equivalent.
- Must be computer literate.

Days/Hours of work - Monday to Friday 8am – 5pm (office based plus site visits).
Salary £40-£45K per annum

To apply please send your CV to k.j@kirkmanandjurdain.com

We are an equal opportunities employer