



JOB DESCRIPTION

Job title	Health & Safety Officer
Responsible To	Museum Director

Key Purpose of Job

To work on behalf of the Museum Director to ensure a safe workplace environment without risk to health

Main duties & Responsibilities

- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Advise the Museum Director on measures to ensure the Museum meets its statutory obligations in all areas relating to health, safety and welfare at work, including reporting.
- Take the lead in completing and reviewing risk assessments for all work equipment and operations.
- Ensure that all accidents are documented, investigated and recommended improvements implemented.
- Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed.
- Attend Health & Safety Committee meetings, provide reports and ensure that action points are completed.
- In conjunction with the Volunteer Manager ensure that safety induction training is carried out for all staff and volunteers, and that other health & safety training and instruction is carried out, and that training records are kept.
- In conjunction with the Volunteer Manager identify any staff/volunteers who require a Personal Emergency Evacuation Plan and put those arrangements in place.
- Liaise with external health & safety consultants and support the implementation of policies for contractor management.
- Unlock and lock exhibit areas on days when the Museum is open to the public.
- Act as Duty Manager when the Museum is open to the public, responding to issues, and dealing with incidents.

- Undertake any other relevant duties as reasonably required by the Museum Director.

Person Specification:

Essential

- Experience of health & safety management
- Adaptable and practical with good organisational skills
- First aid and/or health and safety qualifications
- A visitor-centred approach to work, with an enthusiasm for and understanding of the varied heritage offer at Amberley Museum

Desirable

- Experience of health & safety within a workshop environment
- Experience of working with volunteers