



# HEALTH AND SAFETY ADMINISTRATOR

We are looking for a friendly and engaging Health and Safety Administrator to join our team in this exciting and integral new role.

This position is 30 to 37.5 hours, four to five days a week. It is based at the Ripon surgery, but attendance at our other sites will be necessary to deliver and oversee health and safety responsibilities. The role involves the delivery of Health and Safety processes within an independent veterinary practice setting.

The successful candidate must understand and uphold the practice's CARES values in all their behaviours and interactions and practise and promote our health and safety policies. They must believe health and safety to be a vital part of effective business management and be able to practically translate that into a busy, perpetual veterinary environment to effectively engage the wider team. Excellent prioritisation and time management skills and strong, constructive communication skills are essential with the need to be self-driven and reliable.

Typical duties include:

- Performing team health and safety inductions
- Promoting safe, practical health and safety across the team as a core value of all we do and engaging the team with its delivery, implementation and importance
- Ensuring a consistent practice image in the display and provision of health and safety material
- Attending regular health and safety meetings
- Engaging with external health and safety visits and implementing resultant actions
- Performing and overseeing regular health and safety checks across all sites
- Maintaining team training schedules and records (e.g. online training modules and external health and safety courses)
- Overseeing first aid provision in the practice and accident/near-miss reporting and follow-up
- Supporting the on-going completion or risk assessments as a shared responsibility





- Implementing team health and safety questionnaires and checklists, including follow-up
- Liaising with contractors for remedial and other maintenance work
- Implementing contractor questionnaires and contractor Health and Safety induction training
- Fulfilling associated administration and record-keeping of all works, including keeping our online Health and Safety platforms up to date
- Optimising the usage of our online Health and Safety platforms for: central administration, reminders, document access, wider team engagement and training
- Supporting fleet oversight of around 35 fleet, including MOTs, fleet insurance, breakdown cover, periodic checks, fleet contents, pool van folders and fleet tracking systems
- Assisting with the provision of mobile phone handsets and contracts
- Overseeing the key register

If you are a team player who has the motivation and commitment to make a difference then please send your CV and covering letter to [careers@bishoptonvets.co.uk](mailto:careers@bishoptonvets.co.uk).

The closing date for applications is Friday 3rd November 2023.

#### Employee Benefits:

- Salary £21,937.50-£26,325 per annum pro rata, dependent upon experience
- 31 days holiday (includes 8 Bank Holidays) per annum pro rata
- 1 paid volunteering day per year
- Private Health Care insurance
- The 'People's Pension' pension scheme
- Annual bonus scheme subject to eligibility
- 'Medicash' medical cash plan
- 'Perkbox' perks and recognition scheme
- Social/team events throughout the year
- Wellbeing initiatives, including access to an Employee Assistance Programme
- Fruit and cake days
- Cycle to Work scheme
- Staff pet discount scheme

