



Group Health & Safety Assistant

Role Purpose

The Group Health & Safety Assistant provides administrative, coordination, and operational support to the Group Health & Safety function. The role helps to ensure the organisation meets its legal, regulatory, and internal standards across all sites. This includes supporting safety documentation, maintaining records, assisting in audits and inspections, tracking actions, promoting a positive safety culture, and helping the business continuously improve its health and safety performance.

Key Responsibilities

Health & Safety Administration

- Maintain health & safety documentation, including policies, procedures, risk assessments, and training records.
- Assist in the preparation, distribution, and updating of H&S communications and reports.
- Support the organisation's H&S management system, ensuring accurate records and version control.

Incident & Compliance Support

- Log, track, and maintain records of incidents, accidents, near misses, and corrective actions.
- Assist in conducting initial investigations or gathering documentation.
- Monitor compliance deadlines, ensuring actions and recommendations are completed.

Audits, Inspections & Monitoring

- Support planning and scheduling of internal audits and site inspections across the Group.
- Assist with audit preparation, document collation, and follow-up on corrective actions.
- Help maintain compliance checklists and contractor paperwork.

Communication & Culture

- Support the rollout of health & safety campaigns, briefings, toolkits, and awareness activities.
- Assist in producing newsletters, posters, and other communication materials.
- Provide guidance to employees on general H&S queries and signpost to appropriate resources.

General Support

- Provide general administrative support to the Group Health & Safety Advisor.
 - Contribute to continuous improvement initiatives across the organisation.
 - Support project-related tasks, such as new site setups, equipment rollouts, or system implementations.
-



Skills & Experience Required

Essential

- Strong organisational and administrative skills, with good attention to detail.
- Excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint, SharePoint).
- Ability to communicate clearly and professionally with colleagues at all levels.
- Ability to manage multiple priorities and maintain accurate records.
- Interest in developing a career in Health & Safety.
- Full clean driving licence.

Desirable

- Experience in a Health & Safety or compliance-related role.
- Familiarity with H&S legislation or management systems.
- A recognised Health & Safety qualification, although the right person for the role is more important to us.
- Experience supporting multi-site operations.

Personal Attributes

- Proactive and self-motivated.
- Strong people skills and a collaborative approach.
- Discreet, reliable, and trustworthy with sensitive information.
- Positive mindset with a commitment to promoting a safe working environment.

Benefits

- The role comes with a comprehensive benefits package. You will have access to funded training and professional development opportunities, including support towards recognised Health & Safety qualifications. The organisation offers a holiday allowance and pension scheme. Additional benefits may include staff discounts, free on-site parking, and opportunities to contribute to wider group initiatives. This role also provides excellent exposure to a multi-site environment and clear pathways for career progression.

Interested? Then apply with your CV to hr.group@lunarfreezing.co.uk