



Information pack for the post of
Health and Safety Officer
Job reference number 1332
Closing date: 30 October 2026 (noon)
Interview date: 19/20 November 2026

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

We understand that some applicants may use artificial intelligence (AI) tools to assist with preparing their applications. All submitted information, whether supported by AI or not, must accurately reflect the applicant's own skills, experience, and qualifications. Recruitment decisions will be based on how well applicants demonstrate these attributes during the interview and selection process.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:

www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Advert

Health and Safety Officer

Salary £36,555 - £49,087 pa (bar at £45,701 subject to qualifications & experience)

36 hours per week

We are looking for an experienced officer to join our small, friendly Health, Safety and Insurance Team. The team is committed to continuous improvement and is currently reviewing, enhancing and streamlining health, safety and insurance arrangements across Spelthorne Borough Council.

About the Role

You will play a key role in:

- Conducting routine site inspections and workplace risk assessments, recording findings and driving corrective actions.
- Assisting in the development, implementation and review of health and safety policies, risk assessments and safe systems of work.
- Investigating accidents, incidents and near misses, producing clear reports and recommending remedial actions.
- Supporting the delivery of safety briefings and awareness sessions on relevant health and safety topics.
- Providing practical health and safety advice and guidance to managers, employees and contractors.
- Supporting the organisation in maintaining a positive health and safety culture.

About You

The successful candidate will:

- Have experience in a relevant health and safety role.
- Experience of carrying out risk assessments, audits, and accident investigations.
- Hold a recognised qualification in a health, safety or risk management-related subject (e.g. NEBOSH General Certificate or equivalent).
- Be enthusiastic, committed, self-motivated and possess a positive, proactive attitude.
- Have excellent communication and interpersonal skills, with the ability to build effective working relationships at all levels.
- Be an effective team player with strong organisational and time management skills.

- Be confident in engaging with managers, employees and contractors and providing practical health and safety advice.

For more information on this position, please contact Karine Codd, Principal Health, Safety and Insurance Officer on 01784 446070 or email k.codd@spelthorne.gov.uk

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer facing posts. These posts fall within the scope of the Code of Practice on English language requirement for public sector workers. The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

Local Government Reorganisation (LGR)

Spelthorne Borough Council is undergoing Local Government Reorganisation, moving from a two-tier system to two new unitary councils in April 2027. Please see more information here [Local government in Surrey is changing | Spelthorne Borough Council](#) and also [Future Surrey – Surrey LGR Hub](#)

Under Local Government Reorganisation, TUPE (Transfer of Undertakings Protection of Employment) consultation started on 28 September 2026 and will run until 20 November 2026.

Please note that the consultation covers all directly employed staff with a contract of employment on 1 April 2027 and if you are successful in your application, you will be notified how you can feed into the consultation process if applicable.

To apply for this role, you must be available to start by end of January 2027 at the latest.

Thank you for your interest in our vacancy and we wish you well with your application.

Closing date: 30 October 2026 (noon)

Interview date: 19/20 November 2026

To apply please use the 'apply online' button.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted you within 3 weeks of the closing date then your application has been unsuccessful. All shortlisted applicants will be contacted via email after the closing date.

Working towards equal opportunities

Strictly No Agencies

Spelthorne Borough Council

Job Description

Date prepared:

Post title: Health and Safety Officer

Post number 4414

Hours: 36 hours week

Salary Scale: 6 / M2

Section Head: Senior Environmental Health Manager

Reporting to: Principal Health, Safety, and Insurance Officer

Essential requirements 6/M1 - Level 2 recognised qualification in health and safety (IOSH or NEBOSH- General Certificate)
Genuine interest in subject areas

M2 – an additional high-level qualification in a health and safety Level 5 recognised qualification in health, safety and risk related matter (NEBOSH Diploma or NVQ Level 6 Health & Safety)
Detailed and extensive relevant experience in a similar role.

General responsibilities:

Equal Opportunities:

The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety:

The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

GDPR:

The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate

Duties and responsibilities: -

1. As part of the Health and Safety team, ensure that a culture and practice of risk management is embedded throughout the Council's policies and activities. Helping management and officers identify and manage risks.
2. As part of the Health and Safety team, work to develop/review health & safety policies, safe systems of work and procedures. Ensuring systems are in place for

use by management and officers, including the provision of statutory safety training and reporting.

3. As part of the Health and Safety team, work to establish a full programme of documented health & safety inspections, reports, audits, and checks.
4. As part of the Health and Safety team, review and monitor safety systems to assess adherence to, and weaknesses in the Council's health & safety policies/procedures, and their application across the organisation. This will include: -
 - Providing advice and reviewing risk assessments for systems, operations, and the use of equipment where required.
 - Ensuring that fire drills and fire alarm systems are routinely tested and correctly reported
 - Ensuring that risk assessments and lone working procedures are managed and that all employees are aware of their responsibilities.
 - Ensuring that accidents are investigated and documented, and that recommended improvements are implemented.
 - Inputting and maintaining confidential records in the Safety Management system.
 - Update staff information notice boards and signs with relevant health & safety information.
5. As part of the Health and Safety team, assist in providing safety training to the Council, assisting in the allocation of training spaces and management of training resources.
6. Under the guidance of the PHSIO, carry out research into relevant health and safety related subjects and assist with the implementation of any changes which may be necessary.
7. Attend relevant meetings and training when required, including external groups such as the Surrey Insurance Officers Group and SE Health and Safety Network.
8. To work with the PHSIO to develop and maintain an effective framework for managing the Council's insurance risks and processes. To promote, support and co-ordinate its implementation at elected member and officer level.
9. To work with the PHSIO to integrate sound risk management practices into the Council's processes for business planning, budget setting and performance management.
10. To work with the PHSIO to ensure external insurance protection to meet the Council's needs. Identifying new areas of business risk as they arise, ensuring that appropriate risk mitigation and transfer mechanisms are in place. Also ensure that self-insured risks are adequately covered within the Council's provisions.
11. To meet personal targets and performance standards on time.
12. Deputise for the Principal Health, Safety & Insurance Officer as required.

Carry out such other duties as may be required by your Group Head/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.



Person Specification

Post: Health & Safety Officer

Post number: 4414

Key job requirements	Desirable/ essential	Testing mechanism
1. Skills - Excellent verbal and written communication skills. - Excellent analytical skills. Able to make rational decisions after consideration of all the available information - Excellent organisational skills, with the ability to manage and prioritise a heavy workload to ensure that deadlines and targets are met - Ability to adopt a hands-on approach to compliance with health, safety, and insurance issues - Computer literate (including Microsoft products)	Essential Essential Essential Essential Essential	App/interview App/interview App/Interview App/Interview App/Interview
2. Experience - Detailed and extensive relevant experience in a similar role - Providing practical advice and guidance to managers and employees at all levels or the organisation on health, safety and insurance matters. - Accident Investigation skills	Essential Essential Desirable	App/Interview App/Interview App/Interview
3. Knowledge - Understanding of operational Health and Safety - Knowledge and understanding of UK health and safety legislation - Understanding of the risk assessment process and implementation of control measures	Essential Essential Desirable	App/Interview/test App/Interview/test App/Interview/test
4. Qualifications - Good standard of secondary education - Level 2 recognised qualification in health & safety, (M2) Level 5 recognised qualification in health & safety	Essential Essential Desirable	Application/proof Application/proof Application/proof/ interview
5. Personal Qualities - Self-driven, enthusiastic and innovative approach - Good inter-personal skills, calm and confident in dealing with managers, council employees, contractors and the public. - Able to work on own initiative with minimum supervision,	Essential Essential Essential	App/Interview App/Interview App/Interview

Post: Health & Safety Officer

Post number: 4414

Key job requirements	Desirable/ essential	Testing mechanism
and as part of a team		
• Able to work in a flexible manner	Essential	App/Interview/
• A commitment to continuing professional development	Essential	App/Interview/