

## **Job Description: Health & Safety Officer**

Post Title: Health & Safety Officer

Reporting to: Chief Executive Officer / Head of Railway H&S

Location: Swanage Railway (based at Swanage, with travel across the Railway as required)

Contract: Part-time, 4 days per week (Wednesday-Saturday)

Salary: £26,400

### **Purpose of the Role**

The Health & Safety Officer will support the delivery of a safe working environment across the Swanage Railway. Working alongside the Railway's H&S Manager, the postholder will take responsibility for general health, safety, and compliance, ensuring that risks are managed effectively and all statutory requirements are met. A key focus will be on premises, events, weekend operations, and staff/volunteer safety.

### **Key Responsibilities**

- Assist in the development, implementation and monitoring of Swanage Railway's Health & Safety Management System.
- Carry out regular inspections, audits, and risk assessments across stations, workshops, depots, retail/catering outlets, and offices.
- Ensure compliance with legislation including fire safety, first aid, legionella, workplace safety, and event safety.
- Support the planning and safe delivery of large-scale events (galas, Halloween, Christmas, etc.), providing weekend cover.
- Respond promptly to incidents, accidents, and near misses, leading investigations and recommending corrective actions.
- Maintain accurate health & safety records, reporting findings and trends to the CEO and Board.
- Deliver induction and refresher H&S training to staff and volunteers.
- Work collaboratively with managers, supervisors, and volunteer leaders to embed a culture of safety across the organisation.
- Deputise for the Railway H&S Manager as required.

### **Person Specification**

Essential:

- Experience in a health & safety role, ideally in a complex, multi-site environment.
- Fire safety, first aid, or legionella awareness training

- Good knowledge of UK health & safety law, including fire safety and risk management.
- Strong communication and interpersonal skills, with the ability to work effectively with staff, volunteers, and external bodies.
- Confidence in undertaking inspections and writing clear reports.
- Ability to work independently, including weekends.

Desirable:

- Experience in railways, heritage, tourism, events, or transport industries.
- Knowledge of volunteer-led organisation.
- NEBOSH General Certificate (or equivalent) in Occupational Health & Safety.

### **Working Pattern**

- 4 days per week (Wednesday-Saturday), to ensure weekend/event cover.
- Occasional flexibility required for major events and emergencies.