

**Role:** Health and Safety Advisor

**Reports to:** Health and Safety Manager

**Location:** Scottish Event Campus, Glasgow, site-based role

### **Role Summary**

To support the effective development, implementation, and continual improvement of health, safety, and fire safety management systems across the Scottish Event Campus. The role works collaboratively across departments to ensure regulatory compliance and to promote a positive safety culture that supports high-quality event delivery and customer experience.

### **Key Responsibilities**

#### **Health and Safety Management Systems**

- Support the development, implementation, and continuous monitoring of the organisation's Health and Safety Management System (HSMS), including policies and management arrangements.
- Assist in ensuring compliance with relevant health and safety legislation and industry best practice.

#### **Fire Safety Management**

- Support the development and implementation of the Fire Safety Management Framework.
- Assist in the preparation and review of Fire Safety Management Plans and Fire Risk Assessments.
- Undertaking and documenting site safety inspections and planned preventative maintenance checks of safety equipment across Campus.

#### **Risk Management**

Support the development and ongoing review of:

- Health & Safety Risk Assessments.
- Fire Risk Assessments.
- COSHH Assessments.
- DSE Assessments.
- Manual Handling Assessments.
- Emergency Plans.

#### **Training and Awareness**

- Support the design and delivery of health and safety and fire safety training programmes.
- Assist in developing associated policies, procedures, and safe operating procedures.

#### **Incident Management**

- Coordinate incident reporting processes.
- Support incident investigations, including root cause analysis.
- Track and monitor corrective actions to completion.

### **Contractor and Stakeholder Engagement**

- Support contractor management processes, ensuring effective control and monitoring of contractor health and safety performance.
- Work collaboratively with internal departments and external stakeholders to embed a strong safety culture.

### **Continuous Improvement**

- Contribute to the continual improvement of health and safety performance across a large, multi-purpose events campus.
- Promote proactive safety behaviours and engagement at all levels of the organisation.

### **Key Relationships**

- Health and Safety Manager.
- Operational and event teams.
- Facilities and compliance teams.
- Contractors and suppliers.
- External regulators and enforcement bodies (as required).

### **Knowledge, Skills, and Experience**

#### **Essential Qualifications**

- NEBOSH Certificate or Diploma in Occupational Health and Safety.

#### **Essential Knowledge**

- Strong understanding of UK health, safety, and fire safety legislation.
- Ability to interpret and apply legal and best practice guidance effectively.

#### **Skills**

- Strong organisational and time management skills.
- Ability to prioritise effectively in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Competent in Microsoft Office (Word, Excel).

#### **Professional Membership**

- IOSH membership or working towards membership.

#### **Behavioural Competencies**

- Proactive and self-motivated.
- Professional and reliable.
- Strong team player with collaborative mindset.
- Adaptable and resilient in a dynamic environment.
- Confident decision-making capability.
- Commitment to excellence and continuous improvement.