

Post Title: Trainee Health and Safety Officer

Grade: National Minimum Wage

Responsible to: Business Support Team Leader, with day-to-day direction from the and Health and Safety Officer

Responsible for: None

Main contact associated with principal duties:

- Health and Safety Officer
 - Service Managers and Team Leaders
 - HR and Organisational Change
 - Property Services / Facilities Management
 - External contractors and regulators
 - Employees across all Council departments
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Job Purpose:

To support the Council in promoting and maintaining a positive health and safety culture across all services.

The Trainee Health and Safety Officer will assist with the development, implementation, and monitoring of health and safety policies and procedures to help ensure compliance with statutory requirements and best practice.

The postholder will undertake structured learning and practical experience while working towards a recognised health and safety qualification.

Control of Resources:

- Laptop
 - Infrequent use of Council vehicles (dependent on appropriate license being held)
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Main duties and responsibilities:

1. Assist in promoting health and safety awareness across the Council.
2. Support the Health and Safety Officer in ensuring compliance with health and safety legislation and Council policies.
3. Assist in carrying out workplace inspections, audits, and risk assessments across Council premises and operational environments.
4. Help investigate accidents, incidents, near misses, and complaints, preparing reports and identifying learning outcomes.

5. Help maintain health and safety records, databases, and documentation accurately and confidentially.
6. Assist in the review and development of health and safety procedures, guidance, and training materials.
7. Support the delivery and coordination of health and safety training sessions and awareness campaigns.
8. Attend meetings with managers, contractors, and staff to provide administrative and practical support.
9. Attend external networking meetings to strengthen knowledge and working relationships across Lancashire.
10. Monitor and follow up on actions arising from inspections, audits, and incident investigations.
11. Support compliance monitoring in areas including fire safety, manual handling, COSHH, display screen equipment, and contractor management.
12. To support the Health and Safety Officer in amending safe systems of work, risk assessments and other guidance in response to changes in legislation and emerging health and safety best practice.
13. Support the HR team in the development and delivery of the Council's corporate health and wellbeing programme
14. Assist in the administration, coordination and monitoring of the Council's corporate health surveillance programme
15. To undertake other duties and responsibilities as may be required from time to time and which are commensurate with the salary grading of the post.
16. Assist with monitoring changes in health and safety legislation, guidance and best practice and support the implementation of updates across Council services

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. Meet the eligibility criteria to study for the Safety, Health and Environment Technician Level 3 apprenticeship (typically 5 GCSE's Grade 4/C or above, including English and Mathematics).	Essential	Application Certification
2. Willingness to study towards and complete all elements of the apprenticeship.	Essential	Application Interview
3. Full UK driving licence.	Desirable	Application Certification
Knowledge, skills, abilities and experience		
4. Awareness of workplace health and safety principles and a willingness to develop further knowledge.	Essential	Application Interview
5. Competence in Microsoft Office applications including Word, Excel, Outlook, and Teams.	Essential	Application Interview Test
6. Ability to organise and prioritise work effectively and meet deadlines.	Essential	Application Interview
7. Awareness of the importance of confidentiality and data protection.	Essential	Application Interview
8. Good verbal and written communication skills.	Essential	Application Interview Test
9. Ability to analyse information and produce accurate records and reports.	Essential	Application Interview
10. Ability to work independently and as part of a team, along with the ability to develop positive working relationships.	Essential	Application Interview
11. Knowledge of relevant health and safety legislation.	Desirable	Application Interview
Special Requirements		
<p>All employees are expected to:</p> <ul style="list-style-type: none"> • Support the Council's vision, values, and objectives. • Maintain high standards of conduct and professionalism. • Comply with all Council policies and procedures. • Promote equality, diversity, and inclusion in service delivery and employment. • Work in accordance with health and safety requirements and take reasonable care for their own safety and that of others. • Support the Council's commitment to safeguarding and data protection. 		

The Council will support the postholder to work towards achieving the Safety, Health and Environment Technician Level 3 Apprenticeship.

Support will also be given for any other training relevant to the post.

Commitment is needed from the post holder to fully engage with all aspects of the apprenticeship including on and off the job learning; completion of assignments with deadlines etc.

**This post is subject to pre-employment and probationary drug and alcohol testing.
It will then be part of the ongoing random testing regime for safety critical posts if the post holder will be driving a
Council vehicle.**

Date: June 2026