

Health and Safety Advisor, London

Job Description



Making a difference



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

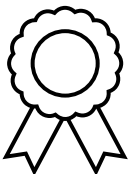
We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Health and Safety Advisor, Internal Client Services Team.

The Health and Safety Advisor reports into the Health and Safety Manager / Head of Facilities (or ICS leadership), working as part of the Internal Client Services team. A key objective is to support a consistent health and safety service across UK and international offices. Working closely with Facilities, Office Managers, HR, and the Responsible Business team, the role provides competent advice, helps implement effective systems, and promotes a positive safety culture.

This role supports the development, implementation, and monitoring of health and safety policies, procedures, and risk controls, helping ensure compliance with applicable legislation and best practice. The Advisor also supports incident reporting and investigation, audit activity, and delivery/coordination of relevant training and communications.

This is a full-time role with agile and flexible working, and occasional travel to UK offices (and, where required, international offices).

Roles and Responsibilities

- Provide day-to-day competent advice to colleagues and managers on workplace health and safety matters, including office and contractor activities.
- Assist with the maintenance and continual improvement of the Firm's health and safety management system, policies, and procedures.
- Help ensure compliance with relevant H&S requirements and standards (e.g., fire safety arrangements, first aid provision, display screen equipment, contractor controls, and related training/records).
- Work with Office Managers and Facilities teams to support consistent local implementation of H&S procedures across UK and international offices, escalating issues where needed.
- Assist with internal inspections and audits; track actions to completion and help maintain accurate compliance evidence.
- Prepare routine reports and dashboards for Facilities/ICS leadership, highlighting trends, risks, and progress against action plans.
- Maintain and update H&S documentation (policies, procedures, forms, guidance notes) and support periodic reviews.

- Conduct office inspections/visits as required and support monitoring of contractor H&S performance on-site (including permit-to-work/controls where applicable).
- Support H&S data collection, monitoring, and measurement activities, contributing to management reviews and continuous improvement.
- Support readiness and ongoing maintenance of relevant management system standards (e.g., ISO 45001 for health and safety and ISO 14001 interfaces where applicable).
- Coordinate and support delivery of H&S training, inductions, and awareness activities for staff and contractors, using internal and external providers as appropriate.
- Support key risk assessments and programmes (e.g., DSE/homeworking, COSHH awareness where relevant, fire safety arrangements, slips/trips/falls, working at height where applicable).
- Support monitoring of water hygiene/legionella controls where in scope, and ensure appropriate records and actions are maintained with Facilities.
- Support safe access and work-at-height controls (including coordinating specialist training such as PASMA where required).
- Support completion and review of risk assessments, safe systems of work, and contractor RAMS for recurring activities.
- Help maintain access, permit-to-work, and contractor management arrangements with landlords/managing agents and internal stakeholders..
- Monitor H&S legislative and best-practice updates and share relevant guidance with stakeholders.
- Support incident and near-miss reporting and investigation, helping identify root causes and agree corrective/preventive actions.
- First Aid qualification (or willingness to train) is desirable.
- Work with HR, Facilities, and inclusion teams to support safe and accessible workplaces, contributing to action plans arising from audits and assessments.
- Support completion of specific assessments as required (e.g., DSE/homeworking, new and expectant mothers, return-to-work considerations) and follow-up actions.
- Contribute to a positive safety culture by supporting communications, campaigns, and engagement activities.

Skills and experience

- NEBOSH General Certificate (or equivalent) essential; working towards NEBOSH Diploma (or equivalent) desirable.
- Demonstrable experience in a health and safety advisory role, ideally within an office, professional services, or multi-site environment. UK-focused, but some experience if international offices would be beneficial.
- Good working knowledge of H&S legislation and guidance (e.g. risk assessment principles, fire safety arrangements, contractor management, incident reporting/RIDDOR).
- Experience completing and reviewing risk assessments and supporting safe systems of work/RAMS for contractors.
- Confident communicator with the ability to build relationships, influence stakeholders, and deliver clear guidance at all levels.
- Strong organizational skills with the ability to manage competing priorities and maintain accurate records and reports.
- Competent user of Microsoft Office; comfortable working with data (e.g., incident trends, audit actions, training matrices and reports).

Person specification

- Highly motivated and proactive, able to work independently while knowing when to escalate risk and seek support.
- Professional approach with strong interpersonal skills and the ability to engage effectively with colleagues, senior stakeholders, suppliers, and contractors.
- Pragmatic and solutions-focused, balancing compliance requirements with service delivery and operational needs.
- Clear written and verbal communication skills, able to produce concise guidance, reports, and updates.
- Strong attention to detail and commitment to high standards, with the confidence to challenge unsafe practices constructively.
- Organized and resilient, able to manage workload peaks and deliver to deadlines.

Competencies

- Working together
- Inclusive
- Driving high standards
- Client - centric
- Integrity and respect
- Personal impact and growth
- Commercial mindset
- Responsible Business

Contact

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This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Partners and/or Director of HR to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is committed to its effort to ensure there is no modern slavery or trafficking in their organisation or supply chain, details can be found on our Modern Slavery Statement. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.