



DESIGN • MANUFACTURE • CONSTRUCT • SUSTAIN

Health, Safety & Compliance Co-ordinator

Amspec Limited in Wigan have grown over the last 24 years into one of the most capable and exciting Design & Build enterprises in the Northwest, currently operating in 4 key sectors:

- Commercial and Industrial
- Retail and Leisure
- Public Sector
- Specialist and Bespoke (our Specialist and Bespoke service involves the Design and Manufacture of fitted and loose Joinery products).

We have an exciting opportunity for a Health, Safety & Compliance Co-Ordinator to join our growing team, supporting our office functions, construction site operations and joinery manufacturing workshop.

This role plays a key part in promoting a positive, proactive health and safety culture while ensuring continued compliance with our ISO 45001 Safety Management System and with UK health and safety legislation and regulations. You will work closely with site teams and the wider workforce, providing advice, guidance and practical support to drive continual improvement across the business.

Previous experience within Construction or Joinery Manufacturing is advantageous but not essential, as full training, support and development will be provided.

The Role

You will be responsible for supporting day-to-day health and safety activities across sites and the workshop, including:

- Providing practical health & safety advice to site management and operatives
- Actively engaging with the workforce to promote safe working practices
- Ensuring compliance with UK Health & Safety legislation, CDM Regulations and client standards

- Carrying out regular site visits across the Northwest and In House Workshop inspections
- Producing and maintaining:
 - Construction Phase Plans
 - Risk Assessments & Method Statements (RAMS)
 - COSHH Assessments
 - Safe Systems of Work
- Assisting with the creation of Operation & Maintenance Manuals
- Creating and occasionally delivering toolbox talks on health, safety and wellbeing
- Monitoring completion of mandatory safety documentation and procedures
- Attending and contributing to safety meetings
- Supporting health & wellbeing promotional campaigns
- Investigating accidents, incidents and near misses, sharing lessons learned
- Collecting and analysing safety data, including observations and good practice
- Reviewing subcontractor RAMS and COSHH documentation
- Completing PQQ checks for new subcontractors and suppliers
- Supporting the coordination and ongoing development of the ISO 14001-Environmental / ISO 9001 Quality & ISO 45001 Safety Management System
- Supporting with company accreditation submissions & audits

Core Competency Requirements

- Ideally 2+ years' experience in a Health & Safety role within construction or joinery manufacturing (other industry experience considered)
- NEBOSH General Certificate (or equivalent) – essential
- Valid CSCS Card (support can be provided if required)
- Strong IT skills, including Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Experience with systems such as Procore, Breadcrumb, HandsHQ is desirable but not essential (full training provided)
- Full, clean UK driving licence (as regular Site visits will be required)

Candidate Attributes

We're looking for someone who is:

- Passionate about Health & Safety and continuous improvement
- Confident, proactive and able to work on their own initiative
- Comfortable working in a fast-paced environment
- Highly organised, with strong attention to detail
- A strong communicator who can build rapport with site teams
- Willing to challenge unsafe behaviours and conditions when required
- Committed, enthusiastic and a genuine team player
- Able to prioritise workload and meet deadlines under pressure
- Keen to learn and develop within the role

Desirable (but not essential)

- Experience within construction and/or joinery manufacturing
- IOSH or other relevant professional membership
- Experience working within an ISO 45001, 14001 & 9001 management

As a business, we recognise that our strength lies within our workforce and our Investors in People achievement reflects our commitment to people management excellence. We have an expectation that our staff live and believe in our core values:-

Aspiring to be the best & celebrating success

Maintaining relationships

Safe working environment

Promoting team working & balanced lives

Exceeding client expectations

Considering the environment

This is a full-time permanent position to commence asap.

Monday to Friday typically worked between 07.30am – 4.30pm with a 30-minute unpaid lunch break (these hours are flexible if required).

Competitive salary negotiable dependent upon previous experience and qualifications.

We offer a company pension scheme with Royal London and a staff reward and recognition programme. We also encourage and promote continuous professional development for all staff, with no barriers to further training.

It is our policy as an Employer to comply with all relevant obligations under the Equality Act 2010. The Company will ensure that all persons are selected, promoted and treated equally on the basis of their relevant aptitudes, skills and abilities without regard to race, colour, religion or belief, age, national origin, sex, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership or disability.

Should you meet the desired criteria and wish to be considered for interview, please apply with your CV by return to careers@amspec.co.uk

Closing date for applicants is Friday 6th March 2026.