

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	<b>Health, Safety and Wellbeing</b>
<b>Post</b>	<b>Health, Safety and Wellbeing Officer</b>
<b>Post No</b>	<b>NU270</b>
<b>Grade</b>	<b>6 + Honorarium to Grade 8</b>
<b>Location</b>	<b>Fire &amp; Rescue Service Headquarters</b>
<b>Responsible to</b>	<b>Health and Safety Manager</b>

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

**MAIN PURPOSE OF THE POST**

As part of the Health, Safety and Wellbeing Team, assist in the maintenance of a professional and consistent Health, Safety and Wellbeing team that provides quality, accurate specialist Health and Safety advice and practical support on all aspects of health and safety management to enable the South Wales Fire & Rescue Service Fire Authority, Management and employees to effectively discharge their statutory responsibilities and support the Health, Safety and Wellbeing Manager in developing a positive health and safety culture across the whole organisation in a committed and professional manner.

**DUTIES AND RESPONSIBILITIES**

**Primary Duties**

1. To assist in providing a corporate Health and Safety approach by providing a central point of contact for staff for injury and near miss and other H&S statistics and general queries regarding the health and safety portfolio.
2. To receive Health and Safety defect notices from managers relating to all premises and actively monitor the defects through to completion.
3. To manage the health and safety workplace inspection schedule and undertake inspections/audits with the relevant site managers in order to

produce anomaly reports as necessary and keep managers informed of the currency of the workplace inspection programme.

4. To be responsible for specific Health and Safety policies and procedures and monitoring and reviewing these policies and procedures within programmed review periods.
5. To assist in the development of Health and Safety strategies, support plans and develop communication methods within the organisation.
6. To assist in the development, maintenance and recording systems for performance management indicators.
7. To manage, create and deliver specific Health and Safety training for all staff within South Wales Fire and Rescue Service in conjunction with the Learning and Development Team.
8. To compile and forward incident reports to the enforcing authority as required under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations.
9. To represent the Service in connection with Health and Safety on working parties/groups/committees and panels both internally and externally, where necessary.
10. To assist in the promotion of a positive health and safety culture and demonstrate a commitment to continuing personal development.
11. To support and attend Health and Safety Committee meetings as necessary.
12. To support the Health, Safety and Wellbeing Manager in developing the strategic direction of health, safety and wellbeing for the Service.
13. To be a specific point of contact for station based staff with regards to any health, safety and wellbeing issues.
14. Responsible for ensuring all staff receive Manual Handling training specific to their role by developing appropriate training packages.
15. Responsible for ensuring all staff receive DSE Assessments and Training with regards to their workstations.
16. Responsible for undertaking COSHH assessments for the Service and ensuring the COSHH library is up to date.
17. To support individuals throughout the Service through the provision of tool box talks and coaching sessions in relation to health, safety and wellbeing.

18. Responsible for reviewing all accidents investigations and providing the necessary recommendations to Managers and overseeing the completion of these recommendations.
19. Responsible for providing Injury Investigation Training for Managers throughout the service.
20. Responsible for ensuring Premises Information Manuals for all sites across the service are relevant and kept up to date.
21. To provide support and advice to the Wellbeing Steering Group and actively promote wellbeing of staff throughout the service by organising wellbeing events.

### **General Duties**

22. To assist in the development and/or produce safety critical guidance as and when appropriate.
23. To provide Health and Safety training of employees in line with policy and procedure when required and more specifically assist in facilitating IOSH nationally accredited courses.
24. To assist in the development of the Health and Safety Departmental Plans to help achieve organisational objectives.
25. To liaise with other organisations where appropriate e.g. other FRS, in the quest for efficiency, effectiveness and economic use of resources.
26. To engage with the workforce to install a sense of ownership of health and safety across the Service.
27. To, where necessary, carry out, monitor, review and where necessary revise risk assessments for identified activities.
28. To provide the necessary information to the Department of Work and Pensions and other outside bodies when requested or for audit purposes.
29. To discharge such other duties as may from time to time commensurate with the post and grade.

### **Team**

30. To assist in the day-to-day and longer term management of the H&S Team.

31. To assist the H&S Team to achieve their actions as identified within the Directorate and Departmental Plans.
32. To regularly meet as part of the team to assist in the development of strategies, supporting plans and policies and procedures to ensure that at all times the quality of the services provided in relation to Health and Safety are achieving the Service's aims and objectives.
33. To partake in the annual Personal Appraisal to support department and individual needs.

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- To co-operate fully with any scheme or initiative that may be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties challenging inappropriate behaviour, attitudes and discrimination at all times.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.
- Maintain confidentiality and ensure compliance regarding Data Protection issues.

## **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

The health and safety department operates a specific expertise initiative whereby each member – although qualified to nationally recognised health and safety levels, have gained in depth knowledge of specific health and safety subject areas thus providing for expert advice within all areas of health and safety. The Health and Safety Officer is responsible in particular for:

- Noise
- COSHH
- Event Planning /Auditing
- Manual Handling

