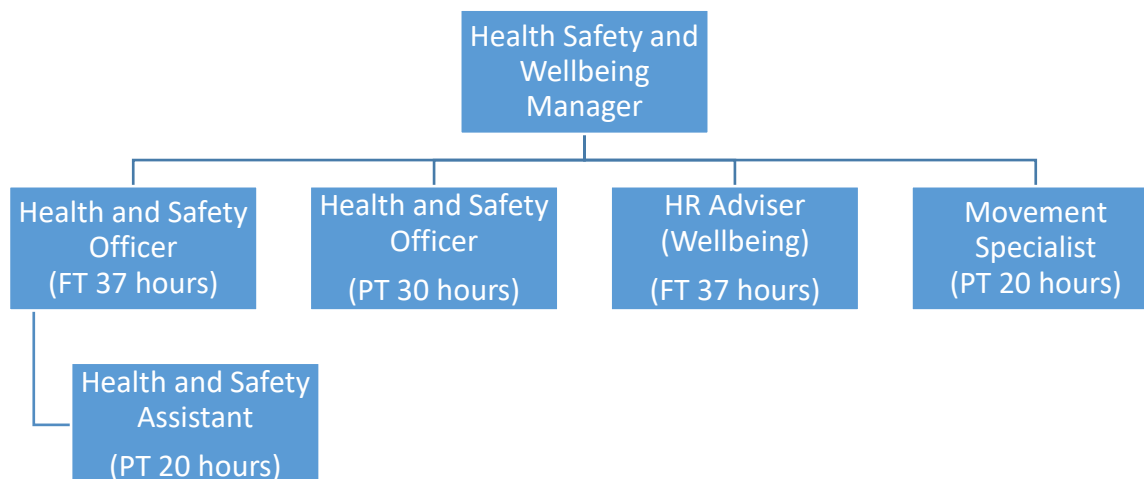


# ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

<b>Job Title</b>	<b>Health and Safety Officer</b>		
<b>Post Reference</b>		<b>Temporary/Permanent</b>	Permanent
<b>Grade</b>	5	<b>Hours</b>	30 per week
<b>Reports to</b>	Health, Safety and Wellbeing Manager		
<b>Line Management responsibilities</b> (Direct and Indirect)			
<b>Directorate/ Department</b>	Corporate Services / Human Resources and Learning & Development		
<b>Location</b>	Headquarters		
<b>Politically restricted</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<b>Level of DBS Check Required</b>	<input checked="" type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>Enhanced (with barred Child)</b> <input type="checkbox"/> <b>Enhanced (with barred Adult)</b>		
<b>Main Purpose of the Job</b>			
<p>To deliver efficient health and safety services to RBFRS, by providing information, guidance and support on all aspects of health, safety and welfare across the organisation. Liaise with staff throughout the service, suppliers as required and National Fire Chiefs Council South East Region members.</p> <p>Along with the full time Health and Safety Officer, manage and administer the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as required by the Health and Safety Executive</p>			

## Organisational Structure



## Key Responsibilities and Deliverables:

Reports to the Health, Safety and Wellbeing Manager as part of the Health, Safety and Wellbeing Team detailed above.

The main purpose of the role is to provide up to date, competent health and safety information, advice and support on all aspects of health, safety and welfare to all levels of Royal Berkshire Fire and Rescue Service, (approximately 650 people).

The Health and Safety Officer will liaise with Occupational Health, other Fire and Rescue Services, the Health and Safety Executive and other suppliers and organisations as required.

Work is generated in response to manager's and organisational needs, requests and by proactive and reactive safety activities.

Provides a professional advisory service for RBFRS employees including liaising with managers in relation to all aspects of health, safety and welfare.

All the below duties will be shared with the full time Health and Safety Officer, with support from the Health and Safety Assistant.

Assists in the development and maintenance of the RBFRS Health and Safety Management System to ensure that RBFRS conforms to current and prospective health and safety legislation as directed by the Health, Safety and Wellbeing Manager.

Develops, writes and maintains RBFRS health and safety policies and procedures as a result in changes to legislation and best practice.

Keeps updated with changing legislation relating to health, safety and welfare issues and updates policies and procedures accordingly.

Takes part in external South East Region peer review audits and internal audits, using the NFCC health and safety audit process as directed by the Health, Safety and Wellbeing Manager.

Maintains the data held within our health and safety information systems including maintenance and correction of data from Firewatch, and entering information as appropriate in accordance with the General Data Protection Regulation.

Analyses data and is responsible for identifying trends from accidents and highlighting them to the team.

Prepares regular and routine statistical reports using appropriate databases as directed by the Health, Safety and Wellbeing Manager, including the management information reports to the Health, Safety and Wellbeing Committee, Strategic Performance Board and Fire Authority meetings.

Provides and maintains information as the statutory reporting point to the Health and Safety Executive, to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Manages, produces and administers RBFRS Health and Safety Bulletins.

Devises general communication campaigns to support national health and safety campaigns or to address common themes observed internally.

Undertake and develop risk assessments when required and provide competent advice, guidance and support in the risk assessment process, to all members of the Service, including conducting personal risk assessments with other professionals and departments.

Manages the DSE online system and contract to deliver training and risk assessment to RBFRS users.

Manages the purchasing and distribution of the DSE voucher system.

Raises official purchase orders as required using the Sage system.

Supports the review of accident investigations and following up on recommendations with other department managers to completion, as directed by the Health, Safety and Wellbeing Manager.

Maintains the register of accident investigation reports, to monitor receipt and progression of reports and liaises with the Human Resources team in order to transfer accident reports to PRF and to obtain personal data to complete statistical reports.

Carry out noise assessments and surveys, identifying control measures to the appropriate managers.

Administer the hazardous substance exposure reporting procedure.

Manage twice yearly workplace inspection and fire risk assessment process.

Issue lone worker devices and support managers to ensure staff are using devices correctly.

Undertakes project work including research in relation to health and safety, under the direction of the Health, Safety and Wellbeing Manager.

Attends meetings, including regional meetings, and working groups representing the Health and Safety Team.

Identify and contribute to process improvements using systems available within RBFPS such as Microsoft 365 and Firewatch.

## Person Specification

<b>Qualifications and training</b>	On recruitment	After Training
NEBOSH National General Certificate in Occupational Health and Safety or equivalent	x	
Technical Membership of IOSH (Tech IOSH)	x	
Auditing qualification		x
IOSH Certified Noise Assessor		x

<b>Knowledge, skills and experience</b>	On recruitment	After Training
At least a years previous Health and Safety advisory experience within an organisation	x	
Knowledge of health and safety law and best practice	x	
Knowledge and experience of carrying out health and safety audits		x
Excellent written communication skills, including reports and policy	x	
Excellent IT skills particularly Office 365	x	
Excellent presentation skills	x	

Able to interpret reports and demonstrate good reasoning skills	x	
Able to manage workloads to meet deadlines and be flexible and adaptable to changing priorities and needs	x	
Good interpersonal skills with the ability to build relationships and communicate with people at all levels	x	
Knowledge of UK Fire and Rescue sector and RBFRS policies and procedures		x
Ability to maintain confidentiality at all times	x	

### Other Requirements

Ability to travel to other locations within the county of Berkshire and occasionally within the South East region

Flexible approach to working hours and attendance and ability to attend meetings out of hours and possibly weekends on occasion.

### RBFRS Behaviours

RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below

- Leading Yourself
- Leading Others
- Leading the Function
- Leading the Service

<b>Personal Impact</b>	Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies. Take responsibility for your own performance (including personal fitness) and participate positively in development activities.
<b>Working Together</b>	Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.
<b>Delivering Quality and Service</b>	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
<b>Organisational Effectiveness</b>	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour.

# ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

	Demonstrate commitment to helping the service achieve its corporate commitments and vision.
<b>Health, Safety and Wellbeing</b>	Practice and promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.

<b>Profile prepared by:</b>	Helen Morbin		
<b>Approved by:</b>			
<b>Profile Effective from:</b>	10/9/2024	<b>Last reviewed:</b>	
<b>Post holder name:</b>		<b>Signature:</b>	
		<b>Date:</b>	