



JOB DESCRIPTION

Job Post Title:	Health, Safety and Wellbeing Officer
Post No:	504405
Grade/Role:	Grade 8
Department:	Health, Safety and Wellbeing
Location:	Fire Service Headquarters
Responsible to:	Health, Safety & Wellbeing Manager and Health, Safety and Wellbeing Co-ordinator
Requirement to be a Welsh Speaker (Essential or Desirable):	Desirable

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

DUTIES AND RESPONSIBILITIES

Primary Duties

1. To assist in providing a corporate Health, Safety & Wellbeing 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 manage the health and safety workplace inspection schedule and undertake inspections with the relevant site managers, OAST and Safety Representatives in order to produce anomaly reports as necessary and keep managers informed of the currency of the workplace inspection programme. Liaising with Building Maintenance and Facilities team to identify and manage defects to ensure appropriate action is taken.
3. Assist the Building Maintenance and Facilities team during the signing off of new builds and large scale refurbishments to SWFRS building Portfolio.
4. To manage, create and deliver specific Health, Safety & Wellbeing training for all staff within South Wales Fire and Rescue Service in conjunction with the Learning & Development Team.



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5. To undertake inductions for corporate staff based at FSHQ ensuring fire evacuation, first aid, welfare and reporting systems are covered, alongside a DSE workstation assessment.
 6. To discharge the duties and responsibilities of the Service, undertaking investigations involving RIDDOR related incidents and other incidents where appropriate; making recommendations on remedial or preventative actions.
 7. Carry out interviews of personnel and compile written reports following safety events in line with Service procedures and Health and Safety Regulations.
 8. To represent the service in connection with health, Safety and Wellbeing on working parties/groups/committees and panels both internally and externally, where necessary.
 9. To assist in the promotion of a positive Health, Safety and Wellbeing culture and demonstrate a commitment to continuing personal development.
 10. To support and attend Health and Safety Committee meetings as necessary.
 11. To be a specific point of contact for station based staff with regards to any health, safety and wellbeing issues.
 12. To identify trends from station visits and where necessary ensure appropriate information is issued via Newsletters, Safetyflash or any other appropriate media, with the assistance of the administrator.
 13. To undertaking COSHH assessments for the Service and work with the Health, Safety and Wellbeing Administrator to ensure the COSHH library is up to date.
 14. Responsible for reviewing all accidents investigations and providing the necessary recommendations to Managers and overseeing the completion of these recommendations in a timely manner.
 15. Responsible for ensuring Premises Information Manuals for all sites across the service are relevant and kept up to date.

General Duties

16. To assist in the development of short and long term Health, Safety and Wellbeing Team plans to help achieve organisational objectives, in line with team and directorate goals.
 17. To liaise with other organisations where appropriate e.g. other FRS, in the quest of efficiency, effectiveness and economic use of resources.
 18. To carry out, monitor, review and where necessary revise risk assessments for identified activities.
 19. To undertake and maintain currency with Continuing Professional Development requirements as required by Health and Safety professional organisations.
 20. Keep up to date with new and update legislation, and maintain a working knowledge of all Health and Safety Executive legislation and any developments that effect the Service.
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21. To discharge such other duties from time to time commensurate with post and grade.

STANDARD SERVICE REQUIREMENTS

In addition to the duties and responsibilities outlined above, the post holder will be required to:-

- Undertake any other duties commensurate with the grade and post.
- Attend in-house and external training courses as required.
- Co-operate fully with any scheme or pilot scheme introduced within the department or across the Service.
- Apply the principles of the Service's Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
- Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
- Adhere to Health & Safety Legislation and Procedures and take reasonable care for the health and safety of self and others.

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

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

