

## **JOB DESCRIPTION**

<b>Directorate:</b>	Executive Director
<b>Division:</b>	Health, Safety, Assurance and Emergency Planning
<b>Post No &amp; Job Title:</b>	C28 Health, Safety and Emergency Planning Officer (Career Graded)
<b>Grade:</b>	Grade 5 (Stage 1) Grade 8 (Stage 2) Grade 11 (Stage 3)
<b>Responsible to:</b>	Head of Health, Safety, Assurance and Emergency Planning
<b>Responsible for:</b>	No direct supervisory responsibilities
<b>Main purpose of the job:</b>	To gain a Health and Safety qualifications and experience whilst supporting the Health, Safety and Emergency Planning service of the Council

### **Main Duties and Responsibilities:**

The duties and responsibilities below are separated into stage 1, 2 and 3. Each stage will be paid at the relevant grade listed above. The expectation is for the post holder to undertake all duties and responsibilities at their current stage and all stages below. Post holders will also be expected to undertake duties and responsibilities in higher stages with any necessary support and/or supervision which may form part of their development / training for the higher grade.

The Health, Safety and Emergency Planning Officer role is a career graded role, subject to regular review and ongoing assessment, including achievement of NEBOSH qualifications, experience, competence and performance as detailed below in the job description.

#### **Stage 1**

1. Undertake the NEBOSH General Certificate in Occupational Safety and Health.
2. Coordination of the quarterly Depot Health and Safety Committee meetings.
3. Organisation, facilitation of training and maintenance of training records for employer's and employees' health and safety responsibilities, including for example induction, assorted Health and Safety awareness training, Mental Health First Aiders, First Aiders, and Fire Wardens.

4. Assist in the production of statistical information in relation training requirements, training delivered and the GAP that remains.
5. Assist in the administration of investigations of incidents ensuring documentation is accurate and recorded appropriately.
6. Ensure the Employee and Councillor protection registers are maintained and disseminated as required.
7. Coordination and administration of health surveillance and screening programmes.
8. Assist with all administrative tasks within Health, Safety and Emergency Planning including for example, budgets, invoices, purchase orders, various safety and training records in a timely manner
9. Coordination and administration of the Safety Advisory Group meetings.
10. Audit and maintenance of, for example First Aid boxes, Fire Extinguishers, AEDs, and HAV monitoring tools.
11. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service

## **Stage 2**

The Post Holder will have attained the NEBOSH General Certificate in Occupational Safety and Health.

12. To promote and work with managers in determining safe working practices, ensuring that all service areas have suitable and sufficient risk assessments for their operations and activities and effective risk control measures are stored on the Safety Organiser.
13. To maintain up to date knowledge of current and new legislative requirements, relating to health and safety issues, in order to interpret, evaluate and advise management on the implications of such legislation on service delivery.
14. Undertake planned health and safety audits and workplace inspections as well as ad-hoc site visits and inspections of any Council workplace, operation or activity to audit compliance with regulations and procedures. This shall include the provision of reports to highlight where risk assessments and technical input and remedial actions are required.
15. Liaise closely with the HR team and Managers regarding matters of concern in connection with specialist risk assessments and training and support requirements.
16. Provide advice and support to the chair of the Depot Health and Safety Committee.

17. To provide support, advise and facilitate training on employer's and employees' health and safety responsibilities, including induction, assorted Health and Safety awareness training and safety organiser
18. Carry out investigations of all incidents and recommend measures to prevent recurrence.
19. Provide a direct input in the event of an emergency.
20. Assist in the development of policies and procedures.
21. Safety Advisory Group: provide advice and support to the event organisers as appropriate.
22. To the degree appropriate to the role provide cover the health, safety and emergency planning service in the absence of the Head of Health, Safety, Assurance and Emergency Planning

### **Stage 3**

The Post Holder will have attained the NEBOSH Diploma in Occupational Safety and Health.

1. Create health and safety policies and codes of safe working practice, reviewing as necessary and ensuring effective communication of safety policies and codes of safe working practice to management and employees to establish safe working practices.
2. Lead on the investigation of accidents, dangerous occurrences and near-misses and recommend measures to prevent a recurrence. Ensure RIDDOR reporting procedure is conducted in accordance with the regulations.
3. Compile accident statistics and produce reports with any necessary recommendations to Chief Officers and Council Committees.
4. Liaise with appropriate external bodies to achieve co-operation in all aspects of health, safety and welfare which affect the Council e.g. HSE, EMAS, Fire and Rescue Service, Environment Agency, local authorities, voluntary agencies, etc.
5. Act as a principal advisor to the Council's Safety Committee and attend other related internal working groups.
6. Advise on alterations to Council premises to ensure compliance with health and safety requirements.
7. Provide guidance on security of Council buildings and property.
8. Responsible for ensuring that health and safety inspections of Council premises are conducted and reporting findings and recommendations to management.
9. Investigation of insurance claims relating to health and safety matters, reporting findings and liaise with the Council's insurance section.

10. Responsible for the training and management of the lone worker device system.
11. Responsibility for the management and organising of corporate initiatives for health surveillance/screening and health promotion in accordance with the Council's objective for a safe and healthy society for all employees.
12. Providing advice to managers on carrying out risk assessments and undertaking various risk assessments outside the scope of manager's e.g. new and expectant mothers, COSHH, DEARS, noise, etc. Develop safe working procedures to meet risks identified within the assessment.
13. Take a proactive role in fire risk assessments in conjunction with other members of the Health, Safety and Emergency Planning team as necessary including reporting any concerns immediately.
14. Facilitating and/or delivering of relevant training courses and seminars on health and safety, security and emergency planning.
15. Responsible for managing the health and safety, and emergency planning budgets and produce budget statements for the Executive Director.
16. Act as a principal advisor to the Council's Civil Contingencies Committee.
17. Play a lead role in the Council's Emergency Planning function and assist the development of effective emergency contingency planning to include:
  - a. Provide and administer an Emergency Planning function including the out of hours rota;
  - b. Ensure the generic Major Emergency Plan is up to date and publicised;
  - c. Provide specific plans and risk assessments;
  - d. Provide a direct input in the event of an emergency;
  - e. Liaise with the County Emergency Planning Team;
  - f. Liaise with the Lead Representative District for districts and boroughs;
  - g. Assist with the development, monitoring and reviewing of the business continuity management plan;
  - h. Act as lead officer in providing appropriate information relating to business continuity management promotion;
  - i. Put in place arrangements for warning and informing the public in the event of an emergency;
  - j. Share Information with other local responders to enhance co-ordination;
  - k. Co-operate with other local responders to enhance co-ordination and efficiency;

- l. Keep the content for emergency planning on the intranet and internet sites updated;
  - m. Act as a lead officer for the Council in providing health and safety and emergency planning advice at Safety Advisory Groups
  - n. Facilitate Safety Advisory Group meetings
18. Provision of health and safety advice, guidance and support including emergency planning to Parish Council's, when required.
19. Attend meetings on related matters as the Council's representative - including meetings out of normal hours of working where necessary.

### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

### **SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours. Duties will also include being part of an out of hours call out cover arrangements once appropriately trained.

### **RESTRICTIONS**

This is not a politically restricted post.

The post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of the Health and Safety Officer Post C28 but should not be regarded as an exhaustive list of the duties that may be required of the post holder. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.