



JOB DESCRIPTION

Job Post Title:	Health, Safety and Wellbeing Officer	
Post No:	NU270	
Grade/Role:	Grade 8	
Department:	Health, Safety and Wellbeing	
Location:	Fire Service Headquarters	
Responsible to:	Health, Safety & Wellbeing Manager	
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 Fire Authority, 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 whole organisation in a committed and professional manner.

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 review and update Health, Safety & Wellbeing policies within programmed review periods as required.
5. To regularly meet as part of the team to assist in the development of strategies, supporting plans and policies and procedures to always ensure that the quality of the services provided



in relation to Health, Safety & Wellbeing are achieving the Service's aims and objectives.

6. To assist in the development, maintenance and recording systems for performance management indicators.
 7. 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. Utilising a variety of resources and adapt training styles to help engage the target audience and deliver the relevant safety training in a way in which the audience would achieve greatest benefit.
 8. To undertake inductions for corporate staff based at FSHQ ensuring fire evacuation, first aid, welfare and reporting systems are covered, alongside a basic workstation set up. In line with the relevant health and safety regulations.
 9. 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.
 10. Good Interpersonal Communication skills to independently carry out interviews of personnel and compile written reports following safety events in line with Service procedures and Health and Safety Regulations, often in highly emotional and challenging situations.
 11. To compile and forward incident reports to the enforcing authority as required under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations.
 12. To represent the service in connection with health, Safety and Wellbeing on working parties/groups/committees and panels both internally and externally, where necessary.
 13. To assist in the promotion of a positive Health, Safety and Wellbeing culture and demonstrate a commitment to continuing personal development.
 14. To support and attend Health and Safety Committee meetings as necessary.
 15. To support the Health, Safety and Wellbeing Manager in developing the strategic direction of health, safety and wellbeing for the service.
 16. To be a specific point of contact for station based staff with regards to any health, safety and wellbeing issues.
 17. 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.
 18. Ensure effective communication of Health, Safety and Wellbeing services throughout the organisation providing engagement through contact with Station Managers and relevant support staff departmental/team Managers.
 19. Responsible for ensuring all staff receive Manual Handling training specific to their role by developing appropriate training packages.
 20. Responsible for ensuring all staff across the Service receive DSE Assessments and training
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with regards to their workstations.

21. 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.
22. To support individuals throughout the Service through the provision of tool box talks and coaching sessions in relation to health, safety and wellbeing.
23. Responsible for reviewing all accidents investigations and providing the necessary recommendations to Managers and overseeing the completion of these recommendations in a timely manner.
24. Responsible for providing Injury Investigation Training for Managers throughout the Service.
25. Responsible for ensuring Premises Information Manuals for all sites across the service are relevant and kept up to date.
26. To provide support and advice to the Wellbeing Steering Group and actively promote wellbeing of staff throughout the service by organising wellbeing events.
27. The post holder is required to ensure good time management and organisational skills in able to meet any conflicting work demands that may arise.

General Duties

28. To assist in the development and/or produce safety critical guidance as and when appropriate.
29. To provide Health, Safety and Wellbeing training of employees and volunteers in line with policy and produce when required and more specifically assist in facilitating IOSH nationally accredited courses and verifying marked assessments for all courses.
30. 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.
31. To liaise with other organisations where appropriate e.g. other FRS, in the quest of efficiency, effectiveness and economic use of resources.
32. To engage with the workforce to install a sense of ownership of Health, Safety and Wellbeing across the Service.
33. To provide Health, Safety and Wellbeing support to Station Managers and relevant Support Staff Managers or their representatives, when undertaking a range of events either on or off fire service property.
34. To carry out, monitor, review and where necessary revise risk assessments for identified activities.
35. To undertake and maintain currency with Continuing Professional Development requirements as required by Health and Safety professional organisations.



36. 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.
37. To partake in the annual Personal Appraisal to support team and individual needs.
38. To discharge such other duties from time to time commensurate with post and grade.
39. This role may at times involve evening and weekend work to cover health and safety accident investigations, workplace inspections, audits, training etc. notice will be given in advance whenever possible and appropriate remuneration will be arranged.
40. Post holder required to utilise the Service Pool Car system and undertake visits across the Service area and beyond (as required) to allow them to effectively discharge their duties within this Job Description. Post holder may be required to work outside, at operational incidents and or exercises in order to gather relevant evidence.

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

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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.

