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| **JOB DESCRIPTION TEMPLATE** |  |  |

**Job Title:** Health and Safety Officer

**Reports To:** Corporate Health and Safety Manager

**Responsible For:** N/A

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| **Department:** Facilities Management | **Post Number** |
| **Section:** Corporate Health and Safety Unit | **Grade:** SO1 – PO3 |
| **Date:** February 2010 |

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| **Main Purpose of the Job**  Working to the Corporate Health and Safety Manager and alongside another Health and Safety Officer the core function is to provide an advice, monitoring and training service to the Council on all matters relating to Health and Safety at work, and to help promote a safer environment for all staff, pupils, service users, volunteers, visitors and partnering agencies. |

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| **Key Accountabilities**   1. To undertake all duties and inter-actions with employees, partner providers and customer fairly, without unlawful discrimination and with due regard to the Council’s Equality and Diversity in Employment and Service Delivery Policy. 2. To co-ordinate the completion of the Safer People / Safer Places risk assessments registers by ensuring the risk register matrices are up to date. To review findings of assessments, and to present regular updates to the appropriate Senior Management Team. 3. To liaise with the Corporate Property Officers and Education Building Development Officers to prioritise property related health and safety issues. 4. To develop and maintain Directorate Health & Safety Groups and to undertake the role of Secretary to these groups. To take an active role leading the work of the group, and ensuring the terms of reference and membership reflect good practice. 5. To maintain and develop health and safety systems including accident reporting, workstation assessment systems and educational visit monitoring service. To identify areas where online systems or e-learning tools can assist in the effective and efficient delivery of the Corporate Health and Safety Unit’s objectives. 6. To monitor and review accident reports received by the Corporate Health and Safety Unit and to decide whether further investigation is required. 7. To liaise with and carry out joint inspections with Trade Union Safety Representatives. 8. To assist in the maintenance of the health and safety content of the Council’s Intranet and Education Extranet pages. 9. To undertake joint tasks and projects with other members of the Corporate Health and Safety Unit to meet strategic objectives. 10. Any other duties which are in line with the grade and general level of responsibility of the post   *These are the key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the forgoing job description. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.*  **Progression Criteria**  **Additional responsibilities / requirements for progression to SO2**   * Award of NVQ Level 3 in Health and Safety Practice by Competent Assessor or NEBOSH Certificate by examination. * To keep up to date with changes in legislative requirements and professional good practice in order to advise senior management of ways to ensure continued high standards and compliance with current legislation * To liaise with the Borough Contingency Manager to play an active role in the maintenance of emergency planning procedures for all sites, in particular sites used as Emergency Rest centres.   **Additional responsibilities / requirements for progression to PO1**   * Technician Member of IOSH * Successful completion of one period of Continuing Professional Development (3 years) or significant demonstrable experience in a health and safety role. * To identify the health and safety training needs of managers and staff and, in consultation with the Health and Safety Manager, develop a strategy for its provision by conducting training personally and by organising other trainers ensuring that key staff groups receive agreed levels of health and safety training. * To plan the implementation of programmes of action to address priorities for health and safety improvement across Directorates as directed by the Corporate Health and Safety Manager. * To investigate serious accidents and violent incidents in consultation with the Health and Safety Manager. * To prepare and implement an annual site inspection schedule and to report findings to site managers with copies to relevant Senior Managers and Directors. * To initiate and advise on the development of departmental policies and procedures, taking a key role on working groups in the researching, formulating, and initial implementation of these documents. * To identify cost-effective measures for improving access to buildings for people with disabilities and to manage projects to achieve them.   **Additional responsibilities / requirements for progression to PO2**   * Award of NEBOSH Diploma or NVQ Level 4 in Health and Safety Practice * To put forward proposals for health and safety initiatives, presenting these to senior management and advising them of implications and recommending courses of action. * To undertake and review fire risk assessments with site managers.   **Additional responsibilities / requirements for progression to PO3**   * Chartered Member of IOSH * To ensure that contractors’ health and safety plans required under the Construction, Design and Management Regulations 2007 include adequate measures aimed at protecting staff, pupils, service users and visitors to any Council building or school from any construction or maintenance activity. |

**Appointing Manager’s signature: …………………......……**

Date: ................................