



## HEALTH, SAFETY AND WELFARE ADVISOR

### BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget of around £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of: Service Delivery including whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

This post is within the Health, Safety and Welfare Team, within the Service Delivery Support Directorate, and reports to the Senior Health, Safety and Welfare Practitioner. The Health, Safety & Welfare Unit is dedicated to providing a comprehensive health and safety advisory and support service to all functions and personnel in the organisation.

As specified within the advertisement for this post, if you do not possess the essential Health & Safety qualifications we will consider your application and appoint you into the role on a development basis at the lower grade.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.



## Job Description, Core Values and Person Specification

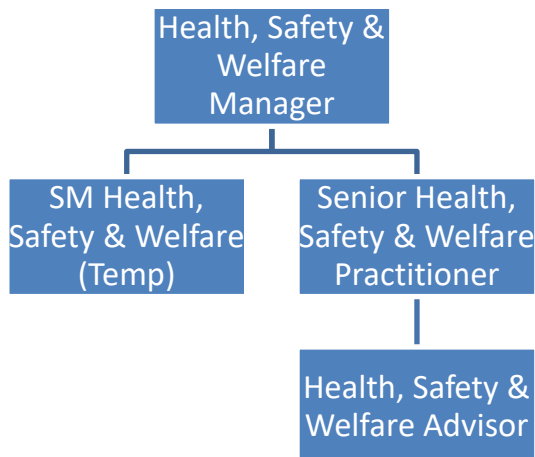
<b>Job Title</b>	<b>Health, Safety &amp; Welfare Advisor</b>
<b>Post Number</b>	<b>4807</b>
<b>Grade</b>	<b>HAY 7 (Hay 8 if not qualified)</b>
<b>Duration of Post</b>	Open ended ('permanent')
<b>Hours</b>	37 per week
<b>Directorate</b>	Service Delivery Support
<b>Unit or Team</b>	Health, Safety and Welfare
<b>Reports to</b>	Senior Health, Safety and Welfare Practitioner
<b>Line management or supervisory responsibilities</b>	No
<b>Responsibility for managing a budget</b>	No
<b>Date job was evaluated</b>	20.9.24

### Purpose of Job:

Under the supervision of the Senior Health, Safety and Welfare Practitioner, to provide a wide range of specialist support and competent advice to assist the Unit in providing comprehensive health and safety advice and support across AF&RS.

To improve awareness of health, safety and welfare issues within AF&RS by identifying and minimising risks and developing safe working practices, through disseminating information and preparing and delivering health and safety training programmes and initiatives.

### Structure Chart:



### Responsibilities and Duties:

1. Provide general advice as well as supporting technical advice to managers and supervisors, on a wide range of matters and procedural issues relating to health, safety and welfare, to support them in discharging their responsibilities.

2.	Help improve awareness of health, safety and welfare issues within the Service, by undertaking basic research, collating and disseminating information, using a variety of mediums as required. Liaise with external bodies, agencies and other Fire & Rescue Services to obtain or exchange information on health and safety matters and best practice, or for benchmarking.
3.	Retrieve, record and distribute relevant health and safety information including all 'OSHENS' incidents and maintain the 'OSHENS' recording system. This includes monitoring injury and illness, allocating incidents, completing RIDDOR reports and quality assuring investigations in the absence of the Health and Safety Practitioner or at the direction of the Health, Safety and Welfare Manager.
4.	Assist with health and safety audits as required by the Health, Safety and Welfare Manager. Carry out risk, COSHH and impact assessments both independently and with others. Independently quality-assure low to medium level risk assessments completed by others before publishing them. Seek to develop own skills and experience in the quality assurance of high level risk assessments. Investigate minor Wellworker incidents independently, including recording findings and collecting evidence. Carry out joint investigations for serious incidents, as directed by your line manager, developing skills and experience in this area.
5.	Carry out technical workplace inspections, identifying hazards and potential risks and checking relevant health and safety documentation and guidance is in place. Maintain appropriate records and refer any areas of concern to senior colleagues or your line manager.
6.	Provide advice and act as a focal point on food hygiene issues.
7.	Act as a focal point for First Aid matters. Ensure that each workplace has the appropriate signage and first aid provisions.
8.	Prepare and deliver training programmes and initiatives, utilising PowerPoint or other presentation formats as appropriate.
9.	Carry out project work for the Unit as directed by the Health, Safety & Welfare Manager, including basic research and liaison with internal and external specialist staff as necessary.
10.	Update and monitor the Health and Safety pages on the Service Intranet, ensuring that all appropriate health and safety documentation is correctly displayed and is up to date.
11.	Draft suitable and sufficient standard operating procedures (SOPs) and review existing as requested by you line manager and in accordance with level of knowledge and skill required for this post.
12.	Manage and update the HS&W Unit's Risk Assessment Management System, ensuring that risk assessments are sent out for review in a timely manner and an appropriate archiving system is maintained. Report on organisational performance in this area as required by your line manager.
13.	Develop and maintain an archive system and version control for training presentations, SOPs, risk assessments, COSHH assessments and any other relevant health and safety materials.
14.	Ensure the secure storage of evidence in connection with investigations or formal proceedings.
15.	Assist with the preparation of health and safety procedures, instructions, codes of practice and associated documentation, ensuring the use of plain English to aid understanding.
16.	Assist with the compilation and presentation of management information and performance monitoring reports, including producing basic statistics, spreadsheets and routine reports for the Health, Safety & Welfare Manager.
17.	Manage and maintain the display screen training software, reporting to your line manager regarding any issues. Carry out ergonomic assessments, responding to issues highlighted on the OSHENS system and as required by individual members of staff or their line managers. Provide appropriate and competent advice to the individual and their line manager where necessary, liaising with the Human Resources department as appropriate.
18.	Produce statistical information as required by the organisation in order to facilitate the monitoring of health and safety performance across the Service. Respond to requests from managers and Health and Safety Committee Chairs. Where required assist with the

	production of statistical information for the Service Health, Safety and welfare Committee and the department of Communities and Local Government.
19.	Carry out workplace noise measurements and analysis of the risk, using the approved noise equipment and software. Assist with the production of quality documents, brochures, leaflets and promotional materials, using appropriate software systems.
20.	Assist the Health, Safety and Welfare Manager as required in supporting day to day business such as dealing with telephone calls and personal callers to the office, arranging meetings, preparing agendas, recording minutes or ordering stock and supplies.
21.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.
<b>Special Notes or Conditions:</b>	
1.	<p>AF&amp;RS requires all staff and leaders to promote equality and diversity by:</p> <ul style="list-style-type: none"> <li>ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination;</li> <li>treating members of the public and other AF&amp;RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.</li> </ul>
2.	This role is based at Police and Fire Headquarters, Portishead, near Bristol. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.
3.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
4.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
5.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.

## Avon Fire & Rescue Service Core Values

AF&RS expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be:

- Respectful
- Honest
- Courageous
- Ambitious
- Inclusive
- Transparent

In addition to our Core Values, all employees should accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:

- **Putting our communities first** – we put the interest of the public, the community and service users first;
- **Integrity** – we act with integrity including being open, honest and consistent in everything we do;
- **Dignity and respect** - we treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias;
- **Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards;
- **Equality, diversity and inclusion (EDI)** – we continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality foster good relations and celebrate difference.

### Signed confirmation that this Job Description accurately reflects the requirements of the job:

<b>Job Holder's Manager</b>		<b>Date</b>	
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### Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of AF&RS Core Values and NFCC Code of Ethics:

<b>Job Holder</b>		<b>Date</b>	
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See following page for Person Specification .....

## Person Specification

<b>Job Title</b>	<b>Health, Safety and Welfare Advisor</b>			
<b>Post Number</b>	<b>4807</b>			
<b>Grade</b>	<b>HAY 7 (Hay 8 if not qualified)</b>			
<b>Qualifications, knowledge, experience, skills and personal attributes required for the job:</b>				
	<b>E=Essential D=Desirable</b>	<b>Measured by: A = Application T = Test I = Interview</b>		
		<b>A</b>	<b>T</b>	<b>I</b>
<b>Qualifications/Knowledge</b>				
A relevant Level 3 qualification such as NEBOSH National General Certificate in Occupational Health & Safety.	E	X		
Knowledge of health and safety law, its interpretation and application within the workplace, and evidence of developing knowledge of ACOPS and health and safety guidance.	E	X	X	X
A CIEH Level 2 Award in Food Safety (or equivalent) with a good knowledge of food hygiene regulations, or willingness to gain the qualification following appointment.	E	X		
Membership of a relevant professional body.	D	X		
A qualification in ergonomic assessment.	D	X		
<b>Experience</b>				
Able to evidence the development of experience and skills of checking and monitoring legal compliance in practice, undertaking investigations, and assessing working procedures and practices.	E	X		X
Experience of collating, interpreting, analysing and presenting basic statistical information.	E	X	X	X
Experience of maintaining and managing computerised systems.	E	X		X
Experience of working in a Health and Safety role.	D	X		X
<b>Skills</b>				
Computer literate and able to input and extract data in various formats.	E	X	X	X
Effective organising skills, with an efficient, methodical approach. Able to use own initiative to prioritise work with competing deadlines, and manage time efficiently with minimal supervision.	E	X		X
Able to communicate effectively at all levels, orally and in writing.	E	X		X
Able to drive with a full current valid driving licence, or ability to arrange suitable alternative transport to travel to various work locations.	E	X		

<b>Personal Attributes – these are generic and apply to most posts</b>				
Willingness to accept and work to our Core Values during the course of employment.	E	X		X
Adaptable with a flexible approach to work, to meet business needs.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X