

Job Description

Post Title:	Assistant Health and Safety Coordinator		
Directorate:	Community Risk		
Department:	Health & Safety		
Location:	Leicestershire Fire and Rescue Service Headquarters		
Grade:	C/D	Date:	January 2020

Responsible To:	Station Manager – Health & Safety
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Liaison With:	All employees, relevant external organisations and the Occupational Health and Fitness Unit
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Purpose of Job:

To assist the Station Manager in the implementation, monitoring and development of all aspects of health and safety within Leicestershire Fire and Rescue Service. To ensure that the statutory requirements are met.

Main Activities, Duties and Responsibilities:

- 1.** To monitor workplace health and safety standards through-out the service by undertaking planned inspections and audits.
- 2.** To assist in the coordination of the section daily activities and provide advice and guidance to the administrative team to ensure objectives are achieved and standards maintained.
- 3.** To provide advice and guidance to all employees and health and safety representatives on all aspects of health and safety at work.
- 4.** To assist in the development, coordination and delivery of all aspects of health and safety training throughout the service.
- 5.** To produce electronic statistical reports and presentations on health and safety performance to relevant external and internal stakeholders and the Health and Safety Committee.
- 6.** To report notifiable accidents to the relevant enforcing authority as required under RIDDOR legislation.
- 7.** To maintain electronic records, registers and databases relating to the management of health and safety information.
- 8.** To carry out reviews of Service health and safety policies and procedures as necessary and produce reports for Senior Managers.
- 9.** To oversee the checking of driver licences in accordance with service procedures.
- 10.** To assist in the quality assurance of accident investigation reports received from workplace managers.
- 11.** To Undertake Task Based Risk Assessments in the Workplace.
- 12.** To ensure that all tasks associated with this post are carried out to clearly reflect Leicestershire Fire and Rescue Service's Equality and Diversity policies.
- 13.** To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety policies and procedures at all times.
- 14.** To carry out such duties as may from time to time be agreed and directed by the Chief Fire and Rescue Officer that are commensurate with the grade post.

Special Features:

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Post holder _____ **Date** _____

Additional Information for Job Evaluation

BUDGETS DIRECTLY RESPONSIBLE FOR:	NIL
BUDGETS INDIRECTLY RESPONSIBLE FOR:	NIL
NUMBER OF EMPLOYEES RESPONSIBLE FOR:	NIL
QUALIFICATIONS AND EXPERIENCE REQUIRED:	NEBOSH National General Certificate (NGC1, NGC2 and NGC3)