

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Health and Safety Advisor	JEID	L0122
Salary Grade:	Scale I (SCP 17 - 20)		
Team:	Facilities Management – Safety & Premises Team		
Service Area:	Enabling Services		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Property Risk Manager		
Responsible for:	---		

#### Role Purpose

To work within the WES Safety & Premises Team, provide a cost effective and innovative support service to Schools, aimed at creating safer learning environment by providing advice, support and guidance to Headteachers, Business Managers and Site Managers. This is achieved by undertaking inspections and preparing reports with recommendations for improvement, and providing impartial advice on the implementation of practical safety and security measures.

#### Role Responsibilities

1. Carry out a programme of Health and Safety, Fire Safety and Security Inspections / Audits according to a service level agreement with schools. Produce an action plan report with recommendations for the school, following each inspection.
2. Provide practical advice and guidance to schools to ensure compliance with relevant legal requirements and corporate standards and policies.
3. Assist with the production of written guidance; this includes supporting the Risk Management / Health & Safety Manager with the establishment of model documents and procedures.
4. Assist the service's Admin staff in monitoring action taken by schools following the above

Inspections, reporting to the Risk Management/Health and Safety Manager as appropriate.

5. Develop and deliver training sessions with regard to Health & Safety, Fire Safety or Security, to Head Teachers, Governors, School staff, etc.
6. Carry out a operational level inspections of outdoor play equipment at Primary and Special schools, as required, in accordance with European Standard EN1176.
7. Carry out annual inspection of school swimming pools, in accordance with standards and best practice. Produce an action plan with recommendations from each inspection.
8. Carry out a programme of Science and Radiation inspections in accordance with a service level agreement with schools and act as the Radiation Protection Officer under the Ionising Radiation Regulations 1999.
9. Work with the team to develop market and deliver the services to schools, along with contributing to planning and service development in accordance with customers needs.
10. Liaise regularly with the Risk Management/Health & Safety Services Manager and all other relevant staff to ensure correct Health & Safety procedures are implemented.
11. Liaise as necessary with the Corporate Health, Safety and Wellbeing Manager.
12. Liaise with the Health and Safety Executive and other professional bodies i.e. IOSH to maintain an up-to-date understanding of H&S issues.
13. Represent the Risk Management / Health and Safety Manager when required at meetings, training, events, etc.
14. Assist with the future development of the Health & Safety service as part of WES, and undertake any other duties, tasks or projects as necessary and compatible with the grading of the post.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Hold the NEBOSH General Certificate or equivalent. Be working towards Tech IOSH membership with the Institute of Occupational Safety and Health	A A / I
NEBOSH Certificate in Fire Safety & Risk Management.	A
Driving License. Be able to travel effectively throughout the county.	A A / I
Have at least 1 year's successful experience in carrying out Health & Safety inspections.	A / I / T

Have a thorough understanding of all current Health & Safety legislation, directives.	A / I
Be fully conversant with the application of the Risk Assessment process.	A / T
Ability to formulate and implement practical guidance and procedures.	A / I
IT literacy with experience of MS Word, Excel, Powerpoint, e-mail (Gmail).	A / I
Ability to interpret statistics, spot trends, and suggest appropriate action.	A / I
Be self-motivated and able to work on own initiative.	A / I
Have effective communication skills, both written and oral.	A / I / T
Be able to prioritise and effectively manage their time.	A / I
Be committed to accuracy.	A

## Desirable Criteria

Assessed By:

Have an understanding of schools and awareness of education and Local Government issues.	A / I
Eligibility for IOSH Technician Membership (Tech IOSH).	A
RPii Operational Level Outdoor Play Inspector. A knowledge of current European standard which relates to outdoor play equipment.	A A / I
National Pool Plant Operator Certificate.	A
CLEAPSS Radiation Protection Officer.	A
NEBOSH National Construction Certificate.	A
CIEH Professional Trainer Certificate.	A
Involvement in development and/or delivery of training courses.	A / I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise

out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	