



THE ROLE

Health & Safety Advisor

Department: Health & Safety
Role Code: HS03
Grade/Rank: 7
Responsible to: Senior Health & Safety Advisor
Responsible for: No line management responsibility
Date Revised: August 2023

Job Purpose:

To protect and save life, property and the environment by delivering a high quality, professional service supporting the Senior Advisor and Health and Safety Manager in all aspects of the delivery to ensure that ECFRS meets its statutory duties.

Main Duties and Responsibilities:

1. Assisting the Senior Health & Safety Advisor and Health and Safety Manager with the planning, development, and implementation of the H&S function. Support the implementation of the departmental business plan with regard to H&S. Work towards continually building a positive H&S culture across the Service.
2. Responsible for management, assessment and 'closing' of accidents/safety events using event reporting systems and H&S systems.
3. To be the point of contact for assisting Station Managers and Service Managers with carrying out premises H&S audits, collation of the reports to incorporate results into an annual report.
4. To engage with the Risk Assessment Officer to identify and review risk assessments by monitoring statistics and H&S legislation.
5. Undertake Service generic H&S risk assessments and accident/safety event investigations as required and to be responsible for delivering on the outcomes.
6. Undertake and co-ordinate initial information and data capture in respect of accident investigations and the production of accident reports to make recommendations to the Health and Safety Manager and the Strategic lead for Health and Safety.

7. To participate in direct consultation with Representative Bodies and Safety Representatives, on matters relating to health, safety, and welfare.
8. Provide technical advice related to H&S to all levels of Service Management. Advising on new H&S legislation in respect to its implementation.
9. Advising on H&S training, managing and co-ordinating its introduction. Developing and delivering training to cover all aspects of Health and Safety.
10. Providing H&S support/advice to ECFRS Accident Investigation Teams and Accident Investigation Boards, particularly in respect to legislative requirements and safe working practices. Compiling accident reports where required.
11. Review existing Health and Safety policies and make recommendations for amendments to the Senior H&S Advisor.
12. Participate in the 24/7 H&S advisory support rota service. Attend relevant training courses as identified and required.
13. Undertake and support accident investigations and produce reports as required. Attend health and safety meetings where required, assisting and participating in projects and working groups as necessary.
14. Positively contribute to a safe work environment ensuring compliance with Health & Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
15. Provide sector competent advice related to other health and safety matters to all levels of Service Managers.
16. Deputising for the Senior Health and Safety Advisor at meetings as required.
17. Any other duties commensurate with the responsibilities and grading of the post.