Job Description for – Fire, Health & Safety Officer

LINE MANAGER – Head Porter

BACKGROUND INFORMATION

The College Fire, Health & Safety Officer is responsible for both:

Fire Safety

Supporting the Head Porter and ensuring effective and efficient fire safety management and systems at Emmanuel.

Health & Safety

Maintaining central Health & Safety records, including the recording and investigating of accidents along with the dissemination of information relating to changes to legislation and best practice.

The day to day implementation and enforcement of the College’s Health and Safety Policy is, in the main, the responsibility of Heads of Department. Heads of Department are responsible for identifying health and safety issues and staff training needs for their department. The College Fire, Health & Safety Officer is not responsible for the day to day implementation of Health & Safety at department level but will provide support where necessary.

PRINCIPAL RESPONSIBILITIES

Providing professional Fire, Health and Safety advice and support across the College in line with current legislation and best practice as follows:

Fire Safety

1. To keep up to date with current legislation, best practice and Fire Service procedures and update the Head Porter as necessary.
2. To undertake & maintain Fire Risk assessments across the whole College site including outside properties and reporting findings of concern to the Head Porter.
3. In liaison with the Assistant Fire Porter to ensure that the mandatory weekly fire checks to all College properties are completed in a timely manner and that the records are available for inspection by the Fire Authorities as required.
4. Liaise with the College Fire Engineers regarding any faults or repairs that are required.
5. In liaison with the Head Porter arrange small repairs on the fire alarm systems as necessary.
6. To investigate and record all alarm activations and to provide a report as necessary to the Health and Safety Committee.
7. To complete regular checks on fire safety equipment, emergency lighting and evacuation equipment, reporting repairs or replacements promptly to the Head Porter.
8. To attend, were possible, any major incidents which may require the personal input of the Fire, Health & Safety Officer.
9. Coordinate the annual fire evacuation training for students and Fire Safety Wardens.

Health & Safety

1. Accident Reporting
   • Ensuring that all departments report accidents promptly and accurately and in line with current legislation and are compliant with the provisions of RIDDOR where they are provided to external authorities.
   • Maintaining a central record, as required by legislation, of accidents and “near misses” and monitoring as necessary.
   • Liaise with Heads of Departments, Buildings Manager, Bursar and Head Porter to ensure that appropriate remedial action is taken by the Head of Department responsible, and that hazards are communicated promptly to staff and students as necessary.
2. Dissemination of information
   • Advising and supporting Head of Departments regarding their completion of risk assessments.
   • Collating information to support Heads of Departments in the completion of their risk assessments.
   • Maintaining records of risk assessments carried out by Heads of Department and prompting future assessments as they become due.
   • Monitoring and updating College policies in relation to health & safety issues.
3. Chemicals – maintaining and circulating up to date list of permitted chemicals and ensuring that COSHH information is held and accessible on all products.
4. Training Records – In liaison with HR monitoring training intervals in relation to training on specific hazards as legislation and best practice require.
5. External Advice – Liaising with external health & safety advisors as may be appointed by the College.

ADDITIONAL DUTIES

a. Observe the College Health and Safety Policy, Equal Opportunities Policy, the Computer Acceptable Use Policy, the College Social Media Policy and the College Policy on the application of the General Data Protection Regulations, at all times.

b. Any other duties and responsibilities which are compatible with the post of Accounts Assistant which may from time to time be required.
EMMANUEL COLLEGE

PERSON SPECIFICATION

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<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>A Levels or equivalent</td>
<td>NEBOSH General Certificate in Fire Safety &amp; Risk Assessment (or equivalent) and NEBOSH in Occupational Health &amp; Safety (or equivalent)</td>
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<tr>
<td>Experience</td>
<td>1. Experience of health &amp; safety in a similar role</td>
<td>Fire safety experience in a similar environment</td>
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<td>2. Experience in a Fire safety role</td>
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<td>Knowledge</td>
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<td>Knowledge &amp; understanding of Fire Safety and Health &amp; Safety legislation.</td>
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<td>Technical skills</td>
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<td>Excellent IT skills including MS Office.</td>
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<td>Communication Skills</td>
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<td>Excellent command of English, both written and orally. Ability to communicate at all levels.</td>
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<td>Personal attributes</td>
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<td>Problem solver. Ability to work using own initiative. Able to work as both part of a team and independently. Attention to detail. Ability to remain calm under pressure.</td>
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