



## ROLE PROFILE

<b>Post Title:</b>	Health & Safety Officer	
<b>Grade:</b>	LC 8	<b>JE: 1447</b>
<b>Location:</b>	Human Resources- HQ	
<b>Responsible to:</b>	Health Safety and Wellbeing Manager	

### Job Purpose:

To support the Senior Health Safety and Wellbeing Manager to ensure compliance with Health and Safety legislation and maintaining a safety culture in relation to operational policing and other Constabulary business as required, in order to minimise the risk of accidents, incidents and dangerous occurrences and the risk of prosecution and litigation.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- Deliver comprehensive advice to Chief Officer, Managers and staff on all aspects of Health and Safety throughout the Organisation to inform all personnel of current good practice in order to ensure compliance with Health and Safety legislation and to minimise risk.
- To advise Managers on the completion, evaluation, monitoring, and reviews of risk assessment through the Force in order to advise, inform and assist all staff (in particular risk assessors) to complete a full risk assessment programme and thereby ensure compliance with statutory requirements under the Management of Health and Safety Regulations 1999.
- Promote, implement, audit and develop Constabulary Health and Safety policies and procedures.
- Ensure that all staff understand and accept their personal responsibilities in relation to Health and Safety.
- Recommend, to all Police Officers and Police Staff priorities and action programmes, which set realistic Health and Safety standards for Areas and Departments to ensure that staff and others are not put at risk.
- Inspect and assess, as and when required and in conjunction with the local Facilities Manager, all Force establishments ensuring that all Police premises are as safe as is reasonably practicable in order to reduce accidents/injury rates, litigation costs and risk of prosecution.

- Monitor and investigate complex on-duty accidents, incidents and near misses and promote accident prevention for the benefit of staff and others ensuring that all accidents and injuries are reported, recorded and analysed in order to ensure compliance with legislation (RIDDOR) and prevent the re-occurrence of accidents at work.
- To assist the Management Teams in implementing a safety culture within the Force and to discourage risk aversion.
- Support the Health Safety and Wellbeing Manager by working with Health Services and HR Case Managers to identify, recommend and implement changes for staff.
- Represent the department at formal and informal meetings, committees and workshops as well as any other meetings requested by the Senior Employee Relations Managers, including attendance at executive meetings.
- To provide H&S advice and guidance to in-house staff and external consultants on building related legislation in respect of refurbishments and new builds in support of the Capital Development and Planned Maintenance Programmes
- Undertake regular site audits and spot checks of contractors during work in progress and provide performance data and action plans where necessary in relation to contractor H&S compliance.
- To provide advice and guidance on legislative requirements regarding Waste Management and Environment.
- Monitor, evaluate and implement Fire safety measures at all Police premises ensuring staff are complying with current fire risk assessments, Fire Safety rules and practices in order to minimise fire risk and comply with fire safety legislation.
- Deliver, assess and support the Force Health and Safety training programme, thereby ensuring that all staff maintain a safety culture and are able to provide Police services at minimal risk.
- Support the delivery of HR Performance Indicators and service level agreements.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

#### **Behaviours :**

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

**Resolute, compassionate and committed**

Behaviour	Level	To be Identified by
We are emotionally aware	Level 2	Interview
We take ownership	Level 2	Interview

**Inclusive, enabling and visionary leadership**

We are collaborative	Level 2	Interview
We deliver, support and inspire	Level 2	Interview

**Intelligent, creative and informed policing**

We analyse critically	Level 2	Interview
We are innovative and open minded	Level 2	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

**Values :**

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

Essential	Desirable	To be identified by
<b>Qualifications</b>		

NVQ Level 5 or above in Occupational Safety and Health or equivalent	Full / Graduate membership of a relevant professional organisation.	Application Form
Current IOSH member with up to date CPD		Application Form
<b>Knowledge and Experience</b>		
Substantial knowledge of Health & Safety legislation and its impact upon operational and non-operational activity		Application Form / Interview
Significant experience in conducting risk assessments, internal safety audits and accident investigations		Application Form / Interview
Experience in the provision of management information, including the preparation and presentation of complex reports and briefings to Senior Management		Application Form / Interview
Experience of providing health & Safety advice and guidance to senior managers and staff		Application Form / Interview
	Experience of developing partnerships and working with Trade Unions and Staff Associations in preparation for inspections and audits	Interview
Experience of communicating effectively (both verbally and in writing) with a wide range of people, including senior management taking into account the needs of the recipient.		Application form / Interview
Experience of planning, prioritising and organising workloads effectively, in order to meet demands and tight deadlines, in a highly pressurised environment		Application form / Interview
Experience of contributing effectively as part of a small team, providing flexible support as required.		Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external

		applicants
Willing to work anywhere within the Force, as required		Interview
Demonstrates a flexible approach to working practices and hours		Interview
Ability to travel on Constabulary business		Interview

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

**Date last updated: April 2023**