TITLE OF POST: **DEPUTY HEALTH AND SAFETY MANAGER**

GRADE: **POE**

RESPONSIBLE TO: **HEALTH AND SAFETY MANAGER**

ROLE PURPOSE:

Under the guidance of the Health and Safety Manager you are to assist in the provision of a competent health and safety related function and to provide a professional service to employees and department managers in the delivery of exceptional services to our community and key stakeholders.

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1 SPECIALIST DUTIES AND RESPONSIBILITIES

1.1 To be responsible for the development and implementation of the Health & Safety policies and procedures in line with statutory duties, best practice, corporate priorities and to ensure compliance with all relevant legislation.

1.2 To proactively support the Health & Safety Manager with the workload of the Health and Safety team.

1.3 To liaise directly with the Health and Safety Executive and other outside agencies such as Local Authority Environmental Health under the guidance of the Health and Safety Manager.

1.4 To liaise with the various representative bodies and nominated health and safety representatives to undertake the monitoring of the Service Health and Safety Policy.

1.5 To ensure that all necessary training requirements in terms of health and safety management are in place.

1.6 To be responsible for the development, delivery and to evaluate health and safety training as appropriate.

1.7 To be responsible for planned and unplanned inspections of premises, plant and equipment to ensure that current health and safety policies are in place.

1.8 To ensure procedures are in place for the accurate recording of accident and injury details, investigation reports and that statistics are compiled to identify causes and trends.

1.9 To be responsible for ensuring that all accidents are fully investigated.

1.10 To offer professional advice regarding the assessment, and research and development procedures for the introduction of new plant and equipment to ensure that current health and safety legislative requirements are adhered to.

1.11 To undertake the inspection of premises, equipment, exercise sites and drill locations as appropriate and to ensure hazards are identified and suitable control measures are implemented.

1.12 To assist the Health and Safety Manager to ensure that safety audits and inspections are carried out in accordance with Service policy and in conjunction with representative bodies.

1.13 To deputise for the Health and Safety Manager as appropriate.

1.14 To assist with Employers Liability Claims ensuring that information is collated, assessed and interpreted taking into account appropriate legal advice.

1.15 To liaise with the Service insurers and solicitors ensuring that all information and advice is provided as required in consultation with the Service legal team.

1.16 To be responsible for the Criminal Injury Compensation Board claims and to provide the information supplied, as requested, taking into account appropriate legal advice.

1.17 To gather and review information gained from operational incidents to support development of policy, procedure and training requirements.

1.18 To investigate, submit and receive reports concerning accidents to personnel, appliances and equipment and dangerous occurrences.

2 STANDARD DUTIES AND RESPONSIBILITIES

2.1 To comply with and champion equality, diversity and inclusion as part of a positive contribution to improving our workplace culture and promoting our values in compliance with all policies, procedures and the law and provide challenge were these are not being demonstrated or achieved.

2.2 To comply with all health and safety laws, regulations and policies, taking reasonable care for your own health and safety and that of others

2.3 Champion the principles of equality, diversity and inclusion and challenge or escalate any inappropriate behaviour or non-compliance

2.4 Oversee and demonstrate a commitment to and promotion of the application of the Services Safeguarding duties and responsibilities

2.5 Undertake any other duties appropriate to the post as may be directed by the Chief Fire Officer from time to time.