



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Directorate: Health & Safety, Estates, Litigation and Safety

Job Description – Health, Safety and Fire Practitioner

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Job Description

Job Title	Health, Safety and Fire Practitioner
Directorate	Health & Safety, Estates, Litigation and Safety
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Overview of the job	<p>This is a non-operational specialist role based within establishments and line managed via the Senior Health Safety and Fire HS&F Advisor within the National Service - Estates, Health, Safety, Litigation and Safety Group HSF&L Team.</p> <p>The role supports national plans and systems for the effective management of HSF and Litigation via the risk through the provision of first line advice and support for establishment(s) and by the co-ordination and operation of relevant establishment(s) administration and management systems in line with national policy.</p> <p>There are no line management responsibilities.</p>
Summary	<p>The post manages the day to delivery by liaising and co-ordinating health, safety and fire management in establishment(s), providing first line guidance and advice, training and support to key stakeholders including the SMT, staff, prisoners, contractors and visitors. Ensuring matters are investigated in a timely manner as per guidance. The job holder will undertake the role, having access to all work areas, plant and equipment within the establishment.</p> <p>The post holder will report to the Senior HS&F Advisor in the HSF&L Delivery Team. Support for other establishments in the geographical area or wider structure may be required in line with risk.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> Responsible for the administration, management and assurance of all accident, assault, near miss and fire incidents. This involves investigating complex incidents, while collating sensitive information, obtaining CCTV/BWVC evidence and recording evidence finds on the Sphera system to support cases and advisory actions. The administration and management of the DSE training and assessment software system; undertaking individual DSE assessments for acute cases and advising Managers when ergonomic assessments are necessary in complex cases. Responsible for the Health safety and fire safety critical training and assessment to validation. Covering a range of software systems, strategies and policy principles to allow staff to deal safely with emergency incidents. Provide advice

to managers, opening individual learning plans for those deemed to have a specific learning need and provide peer quality assurance.

- Support in the management, monitoring, review and delivery of the risk management model within the HSF&L Governance Strategy. To advise and support the senior management and governing governor of any dangerous conditions requiring immediate action and intervention. Offering significant impactful knowledge towards resolution of complex life critical services within health, safety and fire process assurance.
- Responsible for the production, review and monitoring of establishment FRA's, identifying all significant risks and actions, reporting and managing to mitigate or eliminate the risk. Liaise regularly with the PSP (North/South/LT&HS) HSF&L team, to ensure that national priorities and actions for HS&F are fed into relevant establishment management forums and report through monthly stakeholder reports to highlight and progress concerns.
- Manage and co-ordinate fire safety arrangements within the establishment in line with legislation and policy, including co-operating and co-ordinating with internal/external management stakeholders, to plan and execute fire safety drills, familiarisation tours, tactical exercises and where required be the point of contact during any interruptions to key services, all in line with the establishments contingency plans. Frequent liaison with the Fire and Rescue Service (FRS) to facilitate the implementation of the local establishment fire contingency plans in association with the FRS operational firefighting procedures.
- Work with colleagues and support all local functions in relation to Health, safety and fire compliance, supporting the monitoring of immunisations, referring RIDDOR incidents, attendance absence cases for RIDDOR, first aid assessment, RPE training to national requirements, arson and PEEP advisor measures in accordance with the governance strategy.
- Responsible for reviewing projects with senior stakeholders and management functions, including site visits and pre-start meetings. Providing technical Health, safety and fire advice and knowledge based on legal requirement, HMPPS Policy and technical instruction.
- Work collaboratively with MoJ Estates colleagues in the completion of high risk audits, contribute to Estates tri-partite meetings, submit Planet FMs or New Work Requests and EIPs for all unsafe conditions that are identified and highlighted through the completion of BFRAs and any defects identified as part of establishment tours. Encourage all staff to actively report unsafe acts and conditions.

	<ul style="list-style-type: none"> • To routinely monitor the adequacy of HSF&L Contingency Planning and to assist those responsible with the development and testing of HSF&L contingency plans, through memorandum of understanding MOU. • Conduct frequent HSF tours to all areas of the establishment using a triangulated approach to inspect and verify compliance. Ensure that any areas of concern are reported effectively. Working with managers including Heads of Functions to ensure all staff are aware of the risk assessment process and associated SSOW, to ensure all risks are reviewed and managed as required and performing fire evacuation exercises. • Assist the regional litigation teams in the identification/collation of relevant information and documentation, to assist in defending the service from legal challenge within complex sensitive cases to protect the public service and reduce litigation cost. • Contribute to the completion of PHASE checklists in line with the HSF&L Governance strategy, through the evaluation of establishment risks. Support the SHSFA in the production of the HSF&L risk register, forward delivery plan and collation of RFI data. Support in the monitoring of actions and changes in risk levels. • Responsible for ensuring all staff and stakeholders receive a health, safety and fire induction and are aware of the actions required in the event of an emergency. • In conjunction with the SHSFA ensure attendance at establishment morning meetings, reporting any areas of concern and acting upon any reported incidents. • Support in the production of incident, risk and compliance data for discussion at establishment HSF&L committee. Support in the coordination of the meeting in line with the requirements of the governance strategy. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>
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<p>Behaviours</p>	<ul style="list-style-type: none"> • Changing and Improving • Making Effective Decisions • Communicating and Influencing • Working Together • Managing a Quality Service
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Strengths	We recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Essential Experience	<ul style="list-style-type: none"> • Good IT skills ensuring that related electronic systems are accurately populated. • Able user of MS Word and MS Excel. • Basic training and presentation skills. • Information collation and analysis.
Technical Requirements	<p>The post holder is required to hold or complete within 2 years of appointment:</p> <ul style="list-style-type: none"> • a minimum of NEBOSH General Certificate or equivalent; • and the HMPPS Fire Risk Assessment qualification. <p>Appointees are also required to complete the RPE Training Qualification and will be expected to gain this qualification immediately on appointment.</p> <p>It is expected that post-holders will achieve Associate membership of IOSH within 2 years of appointment via successful completion of the NEBOSH Certificate or equivalent and subsequently achieve Technical Membership within 2 to 5 years subject to F/T status.</p> <p>It is expected that post holders will achieve Technician Grade of the Institute of Fire Engineers within 2 years of appointment via successful completion of the HMPPS Standard Fire Risk Assessors course and maintain 25 hours of continued professional development (CPD) per year, including a mix of formal and informal activities.</p> <p>The post holder will also be required to attain Engineering Technician (EngTech) grade through the Engineering Council and achieve a place on the Institution of Fire Engineers Fire Risk Assessors register.</p>
Ability	<ul style="list-style-type: none"> • Able to deal effectively and assertively with staff at all levels. • Able to work to tight deadlines and prioritise workload in line with demand.

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<i>Leave Blank</i> To be used by the JES Team only
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