



# National Offender Management Service

## Job Description (JD)

### Band 4

### Directorate: HR

## Job Description - BAS: Health, Safety and Fire

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| <b>JD Evidence</b>    |   |

# HQ Job Description

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| <b>Job Title</b>         | BAS : Health, Safety and Fire         |
| <b>Directorate/Group</b> | HR/ Business Administrator Specialist |
| <b>Band</b>              | 4                                     |

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| <b>Overview of the job</b>                     | <p>This is a non-operational specialist role based within establishments but line managed via the Cluster Lead, Health Safety and Fire within the regional HSF&amp;L Team. The role supports national plans and systems for the effective management of HSF risk through the provision of 1st line monitoring and support for establishment(s) and by the co-ordination and operation of relevant establishment(s) administration and management systems.</p> <p>There are no line management responsibilities</p>  |
| <b>Summary</b>                                 | <p>The jobholder will undertake the role, having access to all work areas, plant and equipment. The post holder will report to the Cluster Lead, Health Safety and Fire in the regional HSF Team. The post is the liaison and co-ordination point for health, safety and fire management in establishment(s), providing 1st line advice, information, administration, training and support to the SMT, managers, staff, prisoners, contractors and visitors.</p> <p>The job holder will co-ordinate HSF management systems within identified establishment(s) in line with national policy, arrangements and standards. Support for other establishments in the region may be required on an ad hoc basis as required by the Cluster Lead:HS&amp;F and/or Regional Services Lead: HSF&amp;L.</p>  |
| <b>Responsibilities, Activities and Duties</b> | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>The maintenance of a Fire Risk Assessment as required by the Regulatory Reform (Fire Safety) Order 2005.</p> <p>The maintenance and distribution of national and local health and safety risk assessments.</p> <p>Assist the Cluster Lead, Health Safety and Fire in production of monthly, quarterly and annual reports to the HS&amp;F Sponsor, SMT, Health and Safety Committee, H+S representatives, Regional HSF Team and Governor(s) on the HSF performance of the establishment(s) with reference to individual incidents, trends and patterns in incidents, the efficacy of controls including training and progress on plans re fire safety. Sources for such reports to include Rivo, NORCET, Cardinus, NOMS Performance Hub.</p> <p>Regular liaison with the Cluster Lead - Health, Safety and Fire on progress and issues within establishment(s).</p> <p>The review of the relevant local HSF risk assessment(s) after any incident or change in circumstances and the revision, if necessary, of local variations.</p> <p>Referral of non-local issues arising from the review to regional HSF&amp;L team.</p> <p>.</p> <p>Monitoring and reporting on progress of establishment(s) HSF&amp;L and other relevant action plans.</p> <p>Regular informal contact with establishment(s) Health, Safety and Fire (HS&amp;F) Sponsor</p> |

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|  | <p>on all relevant matters. At least monthly briefing with establishment(s) HS&amp;F Sponsor.</p> <p>Frequent liaison with Establishment(S) Heads of Function (including Security and Safer Custody) to ensure there are no conflicts of interests developing on matters relating to HSF risk.</p> <p>Regular liaison with the manager(s) responsible for HSF-related contingency planning to ensure all aspects of such contingency planning are suitable, sufficient and current. To assist those responsible with the development and testing of HSF contingency plans.</p> <p>Frequent liaison with their local emergency services including the Fire and Rescue Service (FRS) to facilitate the implementation of the local establishment(s) fire/emergency contingency plans in association with the FRS operational fire fighting procedures.</p> <p>The organisation and delivery (where required) of the appropriate fire safety instruction and training for every person in the workplace to ensure that at all times each person is familiar with the fire precautions to be observed in the workplace, which includes:</p> <ul style="list-style-type: none"> <li>• The means of escape in case of fire;</li> <li>• The action to be taken in case of fire;</li> <li>• The location and method of operating fire fighting equipment (if required);</li> <li>• The location and use of the means to give warning in case of fire;</li> </ul> <p><b>Ensure the organisation and delivery of training and instruction to all operational personnel in the correct use of Respiratory Protective Equipment (RPE); the Safe Systems of Work for Cell Fires (SSOW), and to ensure that all equipment is replaced, maintained, tested and recorded as required.</b></p> <p>Working with the Cluster Lead - Health, Safety and Fire, the provision of regular and prompt Core Basic HSF Induction training to new or transferring staff, on-site contractor staff and sub-contractors and other third parties as appropriate in line with national Health and Safety Arrangements for the provision of training.</p> <p>Ensure the provision of other relevant training at 1st line level such as stress awareness, manual handling technique, principles of risk assessment, accident reporting, slips trips etc.</p> <p>Regular liaison with those responsible for the planning and resourcing of training to track progress with delivery of HSF training against the people plan. Assist with the identification of training needs and reporting identified needs via functional managers and regional HSF&amp;L team.</p> <p><b>The organisation of fire evacuation drills and liaison with the local Fire and Rescue Service on operational procedures, familiarisation visits, water supplies, and access for fire service vehicles.</b></p> <p>Contribute to/ensure regular inspections of all areas of establishment(s) to eradicate potential health, safety and fire risks; identify, report and action any dangerous conditions occurring. Such inspections to be recorded via Rivo and action recommendations placed against relevant Functional Heads via Rivo.</p> <p>The notification to the Governing Governor of any dangerous conditions requiring immediate action.</p> <p>Liaise with the business / people hubs to ensure the keeping of accurate records and</p> |
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|  | <p>plans relating to:</p> <ul style="list-style-type: none"> <li>• Evacuation drills</li> <li>• Staff training in respect of RPE, SSOW and all other fire training</li> <li>• Fire events – including false alarms</li> <li>• Workplace inspections, audits etc.</li> <li>• Location of fire fighting equipment and their test requirements</li> <li>• Location of fire detection equipment and their test requirements</li> </ul> <p>Monitor via the business and people hubs the planning and co-ordination of immunisation clinics in liaison with the contracted Occupational Health Advisor (OHA) and business or people hub, as determined by your establishment.</p> <p>Regular liaison with HSF Sponsor, Heads of Function to ensure that plans for changes of use, occupation, layout or construction can be properly considered for HSF purposes.</p> <p>Regular liaison with the regional HSF&amp;L team, to ensure that regional and national priorities and actions for HSF&amp;L are fed into relevant establishment(s) management forums and processes and to highlight progress and concerns re: establishment(s) fire safety.</p> <p>Recording of HSF related incidents on the Rivo system and subsequent gathering of information, statements and records relating to these incidents using Rivo.</p> <p>Management and quality checking of Rivo data.</p> <p>Administration and management of the Cardinus online DSE training and assessment software in such a way as to ensure that DSE users are adequately trained and assessments are completed. The production of quarterly reports from Cardinus to the HSF Committee.</p> <p>Personal DSE assessment as required in more complex cases and liaise refer to OHA as appropriate.</p> <p>Timely and thorough completion of the fire component of the quarterly NORCET HSF risk management tool reports. Ongoing liaison with facilities management and contract works supervisors and managers including day-to-day oversight of the HSF issues arising from such work. Close liaison with regional HSF team on related issues.</p> <p>Act as the establishment(s) point of contact for internal auditors. Refer all contacts with auditors to regional HSF team.</p> <p>Ensure completion and submission of CPIG fire information reports for all qualifying fire events using the nationally approved reporting method.</p> <p>Refer potential RIDDOR incidents to the relevant functional manager and to the Regional HSF Team.</p> <p>Act as the establishment(s) point of contact for enforcement bodies, liaising in all cases with the Cluster Lead -HSF. Assist and support the planning, co-ordination of scheduled visits from enforcement bodies e.g CPIG/HSE/LA and EA audits in liaison with the Cluster Lead – HSF and regional HSF team.</p> <p>Work with the Cluster Lead - Health, Safety and Fire who will interpret and present</p> |
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|  | <p>enforcement reports to SMT, Health and Safety Committee and draft and seek approval for suitable action plans. Report on progress against these plans to SMT and HS Committee via Regional HSF Team.</p> <p>Provide support and advice after fire incidents and co-ordinate and / or participate in the investigation of all fire incidents in order to reduce the number of incidents occurring, and to make appropriate recommendations and / or contribute to final reports thereof.</p> <p>Draft and seek approval of an annual programme of workplace inspections by functional managers for each physical area of the establishment and co-ordinate the inspection programme via Rivo including the management of remedial action via the Rivo action notification system.</p> <p>Record and co-ordinate the recording of accident, fire, assault data via Rivo, undertaking regular first line quality control of incoming data.</p> <p>Provide support and direction to the relevant support hub in the collation and co-ordination of litigation casework.</p> <p>Liaise regularly with the regional HSF&amp;L team on litigation casework progress.</p> <p>Liaise regularly with the relevant support hub on matters of HSF performance such as accident, fire and assault reports.</p> <p>Liaise at least weekly with the relevant support hub re the causes of sickness absence cases to ensure that statutory reports can be made for work-related injury / ill-health absence over the 7 day threshold.</p> <p>Provide support to the governor and Cluster Lead – HSF in the planning and follow-up of senior management safety tours.</p> <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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| <b>Competencies</b>        | <p>All of the competencies in the National Offender Management Services (NOMS) Competency Quality Framework are relevant to this group profile. For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> <li>• 2. Changing and Improving</li> <li>• 3. Making Effective Decisions</li> <li>• 4. Leading and Communicating</li> <li>• 5. Collaborating and Partnering</li> <li>• 8. Delivering Value for Money</li> <li>• 9. Managing a Quality Service</li> </ul> |
| <b>Minimum Eligibility</b> | <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post</li> <li>• All external candidates are subject to 6 months probation. Internal candidates are subject to probation if they have not already served a probation period within NOMS</li> <li>• All staff are required to declare whether they are a member of a group or organisation which the Prison Service considers to be racist</li> </ul>  |

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| <b>Essential Skills/<br/>Qualifications/<br/>Accreditation/<br/>Registration</b> | <p><b>Essential Qualifications:</b></p> <p>The post-holder is required to hold a minimum of NEBOSH General Certificate and the NOMS Fire Advisor and RPE Training Qualification.</p> <p>It is recognised that in the first instance existing staff are unlikely to hold both of these qualifications. In cases where existing staff only hold one of the qualifications identified the outstanding qualification/course must be completed within 1 year of taking up post. Appointees without the RPE Training Qualification 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 1 year of appointment via successful completion of the NEBOSH Certificate and subsequently achieve Technical Membership within 2 to 5 years subject to F/T status.</p> <p>Will be expected to be formally trained in Rivo Administrator Use and</p> <p>Formally Trained in Cardinus Administrator Use</p> <p><b>Essential Skills:</b></p> <p>Able to deal effectively and assertively with staff at all levels</p> <p>Able user of MS Word and MS Excel</p> <p>Basic training and presentation skills</p> <p>Information collation and analysis</p> |
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| <b>Hours of Work and Allowances</b> |  |
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