



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:** Resources  
**AREA/DEPT:** HR Employee Relations  
**SECTION:** HEALTH & SAFETY  
**JOB TITLE:** HEALTH AND SAFETY ADVISOR  
**REPORTS TO:** HEALTH AND SAFETY MANAGER  
**CURRENT RANK/GRADE:** F  
**DATE:** July 2015

**1. JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To ensure compliance with Health and Safety legislation in order to minimise the risk of accidents, incidents and dangerous occurrences and the risk of prosecution and litigation and to promote a health and safety culture within Merseyside Police.

**2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Deliver comprehensive support and advice on all aspects of Health and Safety throughout the Force, to inform all personnel of current good practice in order to ensure compliance with Health and Safety legislation and to minimise risk.
- b) Evaluate, monitor and review risk assessments throughout the Force and advise, inform and assist all staff including BCU Commanders and Heads of Departments to complete a full risk assessment programme to ensure compliance with statutory requirements under the Management of Safety Regulations 1999 and 2002.
- c) Promote, execute and monitor compliance of the Merseyside Police Health and Safety Policy in order to ensure that all staff understand their clear duties and responsibilities and to ensure that Health and Safety is embedded throughout the Force.
- d) Assist in the review and maintenance of a comprehensive internal health and safety management audit system and to co-ordinate the completion of an annual audit, thus monitoring health and safety standards across the Force and to assist in the preparation of the audit report to Chief Officers, PCC, BCU Commanders and Departmental Heads.

- e) Make recommendations to all Police Officers and Support Staff at all levels regarding priorities and development of action plans that set realistic Health and Safety standards to ensure that staff and others are not put at risk.
- f) Inspect and assess as appropriate all Force establishments ensuring that all Police premises are as safe as is reasonably practicable in order to minimise accidents/injury rates, litigation costs and risk of prosecution and to ensure Chief Officers are complying with relevant health and safety legislation.
- g) Monitor and where appropriate, investigate on-duty accidents and incidents, identifying trends and promoting accident prevention for the benefit of Police Officers, Police Staff and others ensuring that all accidents and injuries are reported, recorded and analysed in order to ensure compliance with legislation (RIDDOR) and to prevent the re-occurrence of accidents at work.
- h) Monitor, evaluate and implement fire safety measures on 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.
- i) Design, prepare, deliver and evaluate specialist training packages to staff at all levels on a wide range of health and safety topics, including IOSH accredited courses, utilising flexible, creative and innovative methods and thereby increasing individual's knowledge and understanding of health and safety legislation.
- j) Be accountable to the Force Health and Safety Manager and Head of Employee Relations for all health and safety issues pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations under the Health and Safety at Work etc Act 1974 and the Police Health and Safety Act 1997.

### **3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Be qualified to NEBOSH Diploma (or equivalent) or be prepared to study for the NEBOSH Diploma with an intention to become a Chartered Safety Practitioner / Member of IOSH, to enable the post holder to provide professional practical advice, to support operational specialists.

Knowledge of Police / emergency operations and activities would be an advantage.

Health and Safety experience within a public body or large organisation is required in order to be able to act efficiently and effectively on behalf of a large and diverse multi-site organisation.

Knowledge of U.K. and E.C. Health and Safety legislation is essential so that correct advice may be given.

Experience in risk assessment procedures and in implementing safety audits, inspections and accident prevention practices is necessary to prevent or minimise accidents / occurrences.

Ability to communicate effectively at all levels within the Force and outside organisations and act as a conduit for Area Commanders and Departmental Heads at the Force corporate health and safety meetings is essential so that health and safety issues are clearly understood by all parties concerned.

Presentation and training skills are required in order to convey complex health and safety legislation that may be imparted to a wide audience, thereby ensuring best practice and correct procedures are followed and so that the role of facilitator can be effectively performed during training sessions.

As the post holder will be required to design and develop health and safety training courses a recognised training qualification such as a Certificate in Education (Cert Ed) would be desirable.

IT/Computer skills are essential in order to utilise software used to undertake the role.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

#### **4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

None required.

**(b) Supervision Received:**

The post holder will report to the Force Health and Safety Manager / Head of Employee Relations for instruction and guidance, however the post holder will perform duties, investigations and training without direct supervision and must be able to provide advice and guidance on own initiative.

**(c) Other Contacts:**

**(i) Within Merseyside Police:**

Frequent contact with Police Officers and Police Staff at all levels to answer health and safety queries, issues and give instruction, advice and guidance to ensure that correct procedures are followed:

(ii) **Outside Merseyside Police:**

Frequent contact with the Health and Safety Executive, the Fire Service, Local Authorities, HMIC, ACPO, other Police Forces, the Association of Police Health and Safety Advisors (APHSA), Trade Unions and Staff Associations and Safety Representatives under the advice, guidance and instruction of the Force Health and Safety Manager or the Head of HR regarding promoting cooperation, minimising risk and reducing litigation costs.

**5. CONTEXT:**

(a) **Operating Environment:** (Services provided, work patterns, who are the customers).

The post holder will provide health and safety advice and guidance to all Police Officers and Police Staff.

Hours of work will be in accordance with the Force's Flexible Working Scheme; however work outside of these hours may be required to meet operational needs.

The post holder may be required to travel to any location within the Force boundary at short notice particularly with reference to Police operations and will therefore have access to a vehicle (insured and safety maintained for business use).

(b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Health and Safety Policies  
Health and Safety at Work etc Act 1974  
Police Health and Safety Act 1997  
Police Health and Safety Regulations 1999  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
Police Reform Act 2002

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** N/A

**Staff:** N/A

**Other:** N/A

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

The work and knowledge required of a Health and Safety practitioner is very diverse ranging from office safety matters to scientific support and Police operations and in particular where there may be conflict between the need for Police action and the requirements to work in reasonable safety.

The demand for Health and Safety support is very heavy and increasing due, in part, to the implementation of the Police (Health and Safety) Act 1997 and the Police Reform Act 2002. Keeping pace with new legislation in particular EEC law is very demanding.

Risk assessment is very much to the fore demanding exact analysis and development of high standards of work.

**8. ADDITIONAL INFORMATION:**

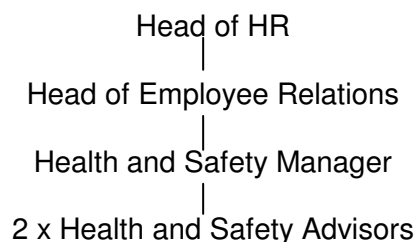
(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

There are many new projects to increase safety awareness at all levels. Health and Safety training, and in particular risk assessment (for all services and activities), are a priority issue.

Implementation of the Police (Health and Safety) Act 1997 and the Police Reform Act 2002 has added new dimensions to all force activities demanding involvement in all operations by the Health and Safety Unit.

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:  
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:  
Extn:

Date:

MANAGER'S NAME:  
(Please print in block capitals)

MANAGER'S SIGNATURE:  
Extn:

Date:

