

Job Description:
Safety & Risk Assistant

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| Function: | Custody |
| Position:  | Safety & Risk Assistant |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Safety & Risk Manager – Gareth McLorie |
| Additional reporting line to: | Prison Director |
| Position location: | HMP Forest Bank |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To support the S&R Manager in ensuring HMP Forest Banks compliance with Sodexos’ Safety & Environmental Management System (SEMS) policies & processes and appropriate legislative requirements.
* To support the S&R Manager in delivering continuous Fire, Health, Safety & Risk improvements across HMP Forest Bank.
* To assist the S&R manager in ensuring that all Sodexo & HMP Forest Bank Fire, Health, Safety & Environmental management systems are in place and appropriately managed/maintained.
* To provide appropriate support to the HMP Forest Bank Director and SMT in the absence of the S&R Manager.
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Draft. Version: 27-03-2014

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| 2. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Director of Operation UKGroup Head of Safety & Risk – Justice ServicesSafety & Risk Manager – HMP FBPrison Director – HMP FBGroup Safety & Risk AdministratorSafety & Risk Assistant – HMP FB |

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| **3. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * The ability to foster an excellent working relationship with managers and staff.
* The ability to convince staff and management of the requirements for maintaining a safe working environment.
* The ability to convince staff you are working for their best interests and not against them.
* The ability to make pragmatic, risk based decisions.
* Must ensure adherence to all HMP FB policies and procedures.
* Must ensure adherence to all MOJ/NOMS PSO & PSIs.
* Must ensure adherence to all Fire Safety and Health & Safety legislation.
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| 4. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To provide general administrative support to the S&R Manager with a focus on the management of DATIX.
* To manage S&R administrative work and filing.
* Assist S&R Manager in undertaking H&S training.
* Assist S&R manager in undertaking accident investigations.
* Assist S&R Manager in the completion of information requests for claims made against HMP Forest Bank.
* Manage the HMP Forest Bank Health & Safety noticeboards.
* Attend and provide administrative support to the monthly HMP FB Health & Safety committee meeting.
* Manage the administration of the British Safety Council Safety files & the CPFIG Fire Safety files.
* Manage the DATIX accident reporting system, including the gathering of witness statements, CCTV & IR’s.
* Manage the administration of the HMP Forest Bank Health & Safety & Fire Action plans.
* Manage the S&R Health & Safety website.
* Regularly monitor the location and condition of Head 15 CSRE headsets.
* To deal with telephone and face to face queries.
* Management of incoming and outgoing mail.
* Correspondence with internal and external stakeholders.
* To carry out other miscellaneous duties as directed.

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| 5. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Ensure all personal objectives are met within agreed timelines.
* Assist in the reduction of workplace accident statistics.
* Assist in increasing the numbers of Near Miss reports.
* Assist in the reduction of the sites Lost Time Injury Rate.
* Ensure all tasks/duties are completed within agreed timelines.
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| 6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential:* A nationally recognised Level 2 Health & Safety & Food Safety qualification (or be working towards them).
* An awareness of Fire & Health & Safety legislation.
* Must be highly motivated with a commitment to personal development.
* Sound knowledge of Microsoft Office.
* An excellent team player with excellent inter-personal skills.
* Excellent planning & organisational skills.
* The ability to work flexibly, (which maybe outside normal working hours).
* Able to prioritise and work to tight schedules.
* Must have a good attention to detail.
* Current and valid security clearance.
* Excellent bearing and appearance.
* Valid driving license.

Desirable:* Member of IOSH.
* A nationally recognised Level 3 Health & Safety qualification (or be willing to work towards one).
* Previous experience working with Fire, Health & Safety.
* Previous audit experience.
* Previous experience in a custodial environment.
* A nationally recognised training qualification (i.e. PTLLS).
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| 7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Learning & Development
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| * Employee Engagement
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| 8. Management Approval – To be completed by document owner |
| Version | 1.2 | Date | 22 August 2016 |
| Document Owner | HMP FB – S&R Manager |