

## **H&S/Fire Consultant - Job Description**

As Health & Safety/Fire safety Consultant you will report directly to the Health & Safety Director, Darren Grey in his absence Keri Dobson, Managing Director.

The role will require your continuing professional development with the prospect to become an Associate Health & Safety Consultant. You are to act in accordance with statutory regulatory requirements, the IOSH professional code and industry advice. Duties include:

- Carry out H&S Audits, inspections and fire safety reviews on construction sites and other workplaces.
- Develop and produce health and safety policies/strategies in addition to monitoring Dobson-Greys internal policies.
- Carry out H&S training (such as IOSH Working/Managing Safely) as appropriate.
- Liaise with Clients where Dobson-Grey provides H&S services.
- To assist in the task of undertaking risk assessments and understand the process of risk assessment in accordance with Dobson-Grey procedures.
- To attend client sites and carry out fire risk assessments.
- To liaise and assist Clients in determining ways of reducing risks
- To ensure that you keep up to date and ensure compliance with current health and safety and fire legislation
- To assist in the investigating/recording incidents, accidents,
- Making presentations to Dobson-Grey Staff and Directors on health and safety issues.
- Providing suitable and sufficient advice and assistance to clients in order to help them comply with their duties.
- Identify and collect pre-construction information and advise the client if surveys need to be commissioned to fill significant gaps on CDM projects.
- Provide in a convenient form to those involved with the design of the project, and to the principal contractor, such parts of the pre-construction information which are relevant to each.
- Assist in the management of the flow of health and safety information between clients, designers and contractors
- Advise the client as to the suitability of the initial construction phase plan and the arrangements made to ensure that welfare facilities are on site from the start of the project.
- Produce or update a relevant, user friendly, health and safety file at the end of the construction phase.
- As a fire risk assessor identify fire hazards and risks, record your findings and advise on fire prevention. On client sites identify people at risk, as well as evaluate, remove or reduce the risks.
- prepare emergency plans and provide training to all employees, updating and reviewing fire risk assessments regularly.
- work carefully to follow strict fire safety legislation and guidelines set by the government and fire and rescue services
- keep up to date with changes in the guidelines to fire safety by reading documents such as the Government Fire Safety Order
- work with others, such as fire services, buildings and facilities managers, surveyors, fire engineers and landlords to develop, amend and implement fire safety plans

- provide fire safety advice to clients, both verbally and in a detailed written report which can include a fire safety action plan
- take responsibility for your continuing professional development (CPD), to learn changes in regulation and developments in fire safety
- produce in-depth reports to show your findings from the assessment you've completed. These will mostly be written reports, but may require basic diagrammatic drawings and are likely to be recorded electronically
- deliver training on fire safety in some roles.

### **Key Performance indicators**

- Adherence to the H&S Regulations, approved codes of practice and associated industry guidance.
- Experience of the Construction industry
- Experience of H&S Management systems
- Nebosh Certificate in Fire Safety or similar
- Excellent IT skills (knowledge of Google software preferable)
- Full UK Driving licence
- Adherence to the Dobson-Grey quality management system.
- Adherence to Dobson-Grey H&S Procedures.
- Working towards professional qualification of RMaPS and or IOSH membership.
- Develop & Research understanding of H&S and Fire safety legislation
- Effective self-management and time management.

(And any other duties, which may from time to time be reasonably requested).

**Stratford-upon-Avon:** 01789 298 006  
**London:** 0203 954 3749

**Dobson-Grey Ltd**  
1 Alscot Studios, Alscot Park Atherstone on Stour Stratford upon Avon, CV37 8BL

\*Dobson-Grey are regulated by the RICS Company No.046983

[www.dobson-grey.co.uk](http://www.dobson-grey.co.uk)

