

## Job description

<b>Job Title</b>	<b>H&amp;S Compliance Safety Operative</b>
<b>Reports to</b>	Quality and Safety Compliance Manager
<b>Primary responsibilities</b>	The post holder will carry out a range of reactive and planned maintenance tasks to the relevant statutory requirements following fire safety inspections, fire risk assessment, internal & external audits and scheduled tasks.
<b>Accountabilities</b>	<p>To carry out remedial works following fire risk assessments and other fire safety related inspections (within scope and experience).</p> <p>To carry out fire safety repairs and maintenance to the relevant statutory requirements following the identification of defects through audit and checks.</p> <p>The list includes, but is not exhaustive of:</p> <ul style="list-style-type: none"> <li>• Repair / replacement of fire door(s) and their ironmongery (door closers, hinges, intumescent strips/seals, thumb turns etc)</li> <li>• Fitting drop seals or sourcing suitable products to ensure fire door compliance</li> <li>• Applying appropriate signage to environments</li> <li>• Repair / replacement of compartmentation of environments to ensure fire safety compliance</li> <li>• Replacement of detector and emergency lighting bulbs</li> <li>• Fitting / replacing domestic detectors and/or carbon monoxide detectors</li> </ul> <p>Preventative maintenance planning:</p> <ul style="list-style-type: none"> <li>• Regular internal inspections, visits and review of assets and equipment</li> <li>• Review defects / issues reported through the governance systems, identifying common themes for further investigation</li> <li>• Conduct RCAs on maintenance related events</li> </ul> <p>To ensure all works are carried out to a high standard and in line with the statutory requirements</p>
<b>Person Specification</b>	
<b>Knowledge and Experience</b>	<p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Fire Safety legislation, including Fire Safety Order 2005</li> <li>• Property compliance requirements, inspection types and frequencies</li> </ul> <p><b>Skills and experience:</b></p> <ul style="list-style-type: none"> <li>• Carpentry skills desirable</li> <li>• Ability to research and source alternative products to ensure safety and future-proofing of environments</li> <li>• Self-motivated and a team player</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent time management and organisational skills</li> <li>• Ethical and professional behaviour</li> <li>• Ability to use initiative and work with conflicting deadlines</li> <li>• Experience of working in care home settings is desirable</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Full driving licence is essential</li> </ul>

