



## Health and Safety Specialist Roles

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

### Introduction

Staff from within OPCC are required to undertake the following specialist roles, for which training will be provided:

Qualification and Role	Criteria and Role
Workplace First Aiders  <i>** This role attracts an additional payment of £62.50 per annum</i>	Attend and pass First Aid at Work course and pass a re-qualification course every 3 years. <ul style="list-style-type: none"><li>• Must be able to evidence by producing current certificate/training record</li><li>• Confirmation from the Line Manager that the individual has been undertaking, or able to undertake the role for the specified period of time</li><li>• Monitoring and maintaining first aid facilities in their office.</li><li>• Administering first aid</li></ul>
Individuals Required to hold First Aid Qualification as part of their Role	Attend and pass 3 day First Aid at Work course and any necessary refresher / re-qualification courses.
Fire Marshal	Attend Fire Marshall Training every 2 years. <ul style="list-style-type: none"><li>• Complete e-learning package 'In the Line of Fire' every 12 months</li><li>• Attend any other relevant training/seminars as necessary</li><li>• Submit Monthly Fire Marshall checklists</li></ul>

	<ul style="list-style-type: none"> <li>• Confirmation that the individual has been undertaking the duties for the specified period of time</li> <li>• Work with other responsible persons to carry out a fire risk assessment of the premises and review it regularly</li> <li>• Tell staff or their representatives about the risks you've identified</li> <li>• Put in place, and maintain, appropriate fire safety measures</li> <li>• Plan for an emergency.</li> <li>• Provide staff information</li> </ul>
Risk Assessors	<p>Attend and pass risk assessor course.</p> <ul style="list-style-type: none"> <li>• Attend any other relevant training/seminars as necessary</li> <li>• Completion of the relevant paperwork</li> <li>• Confirmation that the individual has been undertaking the duties for the specified period of time</li> </ul>