

Job Description

Job title	Fire Risk Assessor
Main purposes of job	<p>To visit premises and make a full assessment for Fire Risk, using knowledge and guidelines of the Regulatory Reform Order (2005) and Fire Safety Act 2021, to assess and make notes of areas of concern.</p> <p>Complete a detailed fire risk assessment report using our reporting tool, using photos where necessary as evidence to support findings.</p> <p>Monitor diary and ensure arrive at appointments for correct time and ensure that reports are completed within timescale.</p>
Key tasks	<p>Assess premises and complete reports</p> <p>Keep up to date with current legislation and guidelines – maintain 25 CPD hours</p> <p>Represent the company with a courteous manner and presentable appearance at all times, with valid ID card.</p>
Key results/objectives	<p>Cover jobs in Swindon and surrounding areas.</p> <p>If required complete jobs outside of these areas to achieve targets.</p>
Responsible for equipment/car/travel arrangements	<p>Able to travel to assessment locations without difficulty or delay</p> <p>Ensure any car is kept clean and roadworthy. Any maintenance is organised and carried out as required.</p> <p>Ensure any technology provided by the company is kept virus free and is only used for work related purposes.</p>
Reporting to	<p>Alan Hards / Steve Milligan – Validators</p> <p>Nikki Velinsky – Accounts Manager</p> <p>Julia McMurray – Operations Manager</p>