

Helen Jones

Fire Safety Inspector

AREAS OF EXPERTISE

Inspections

Process mapping

Regulatory and operational risks

Fire risk evaluation & assessments

Forward planning

Conducting investigations

PROFESSIONAL

NEBOSH General & Diploma. Certificate in Health & Safety

Graduate of the Institution of Fire Engineers – Membership No. 00000

Advanced Fire Risk Assessment Course

PERSONAL SKILLS

Leadership

Planning Strategically

An eye for detail

Problem solving

PERSONAL DETAILS

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PERSONAL SUMMARY

A motivated, experienced and committed fire safety inspector who is goal orientated and has a consistent track record of achieving the highest standards in fire prevention. Fully committed to Health & Safety management and having a proven ability to effectively evaluate, organise and prioritise risks and work within an overall project schedule.

Hard working, disciplined and an excellent communicator who is able to get along with both colleagues and senior managers. Currently looking for a suitable position with an exciting and ambitious organisation.

WORK EXPERIENCE

Local Fire & Rescue Service

FIRE SAFETY INSPECTOR Mar 2008 – Present

Responsible for identifying, assessing, planning for and monitoring those fire & Health & Safety risks that are implicit in the organizations operations. Providing a advisory service on fire and rescue matters and helping to shape a modern, efficient and effective Fire and Rescue service that can meet future challenges..

Duties:

- Evaluating fire risk assessments in premises.
- Undertaking fire safety inspections and carry out risk analysis.
- Carrying out enforcement procedures in line with service protocols i.e. PACE.
- Delivering complex policy-making and of advising at senior levels.
- Identify any potential breaches of health and safety policy.
- Identifying deficiencies & enforced the required action on fire safety issues.
- Developing and implemented fire safety strategy.
- Ensuring all event fire staff are fully inducted and trained to carry out their duties.
- Carrying out annual audits under the fire safety order to ensure compliance on fire safety and general health and safety issues.

EXPERIENCE AND KEY COMPETENCIES

- Analysis and Use of Evidence.
- Implement the overall risk management process for an organisation.
- Communications and Marketing.
- Keeping abreast of fire related laws, codes, policies, etc.
- Experience in building surveying and an understanding of building construction.
- Excellent understanding of Fire and Rescue Service processes and institutions.
- Experience of evaluating fire safety design submissions.
- Monitoring the provision and effective maintenance of all fire fighting equipment.
- Developing and implementing new administrative systems.
- Experience of electrical wiring problems & inadequate or non-functional fire exits.

ACADEMIC QUALIFICATIONS

BSc (Hons) Occupational Health & Safety
Nuneaton University 2005 - 2008

A levels: Maths (A) English (C) Physics (D) Geography (A)
Coventry Central College 2003 - 2005

REFERENCES - Available on request.

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