



JOB DESCRIPTION

1. JOB DETAILS	
Job Title	Health and Safety Adviser
Department	Enabling Services
Grade	6
Responsible to:	Head of Enabling Services
2. AIM To work with the senior management team to develop, implement and embed Health and Safety leadership and technical expertise in the form of written policies, guidelines and procedures, verbal communications and practical involvement and to fulfil the legal requirement of Responsible Person.	
3. ORGANISATIONAL CHART	
4. KEY RESPONSIBILITIES Communication and relationships <ul style="list-style-type: none"> Reporting to the Head of Enabling Services, to enable the Hospice to meet its responsibilities relating to health and safety both as an employer and as a service provider. Produce clear and meaningful reports for the Board, Senior Management Team and Managers so that they are able to fulfil their statutory and regulatory responsibilities To work with Managers so that they have the information and support they need to assess, mitigate and manage risks to health and safety. To provide guidance, advice and support to the Clinical Services department to 	

enable safe delivery of clinical services

- To provide guidance, advice and support to the Guest Services department to enable the safe delivery of housekeeping and catering services and the provision of clinical facilities.
- To provide guidance, advice and support to the Central Support department to enable safe management of facilities and estates and to enable the appropriate governance of health and safety
- To provide guidance, advice and support to the HR department to build a culture that is conducive to a positive health and safety environment and to ensure staff have the training they need to fulfil their responsibilities with regard to health and safety.
- To provide guidance, advice and support to the Income Generation department to enable the safe delivery of our retail, lottery and fundraising operations.
- Participate in the delivery of health and safety training and contribute to internal communications channels to support awareness of and engagement with health and safety policy and procedures
- Prepare an annual report to the Board's HR Committee on health and safety in the organisation
- Liaise with those providing responsible person services to the Hospice (eg re Legionella Control and Medical Gasses) and other external stakeholders (eg Fire Service, Health and Safety Executive, Durham County Council, County Durham Clinical Commissioning Group).

Analytical and judgement skills

- Provide assurance to the Board and Senior Management Team that the Hospice is adhering to statutory safety requirements, regulations and relevant codes of practice. Participate in/lead the investigation of incidents and accidents
- Responsible for external reporting, including RIDDOR
- Oversee and manage COSHH assessments
- Develop appropriate health and safety key performance indicators and oversee the monitoring and reporting of these
- Analyse and make recommendations about the practicability of health and safety activities and initiatives, using and comparing internal and external data and insights to guide decision making in the shorter and longer term.
Provide benchmarking information for the organisation to inform practice development

Planning and organisational skills

- Monitor and respond to health and safety hazards
- Implement and manage a programme of site inspections and audits to monitor compliance
- Oversee the timely resolution of corrective and preventative actions identified as the result of audits and investigations
- Work flexibly to respond to ad hoc requests for reports and action as well the

delivery of planned work

Physical skills

- Standard keyboard skills are required.

Patient/Client Care

- While there is no direct contact with patients/carers, there may be occasional incidental contacts by nature of being in a supportive role within the organisation.
- Actively seek ways to improve the support given to other teams
- Support the development of a culture in which patients and family members, guests, staff and volunteers feel and are safe.

Policy and Service Development

- Develop, and support others to develop, and maintain policies that ensure statutory compliance and alignment to the Hospice vision, mission, strategic goals and operational objectives.
- Support the development of procedures that put health and safety policies into action
- Participate in the Hospice risk management process, advising on the categorisation and stratification of risk, and the identification of appropriate mitigation and control (including business continuity) measures.
- Support the incident management and reporting process, contributing to trend analysis, sharing good practice, learning from incidents and improving and implementing our processes.

Financial and Physical Resources

- Report as necessary any faults re: equipment or office accommodation and ensure the safety and security of the building is met

Knowledge, Training and Experience

- Have a working and up to date knowledge of Health and Safety legislation
- Attend appropriate health and safety seminars, training and information events to ensure awareness of opportunities to ensure compliance and promote good practice
- Advise on a range of specialist areas (eg fire regulations, hazardous substances, noise, machinery, occupational illnesses)

Human Resources

- Model and encourage behaviour that is conducive to a positive health and safety environment, incident reporting, risk management and compliance
- Support, coach and mentor staff and managers with performing risk assessments and undertake complex/specialist assessments where required
- Attend appropriate training
- Participate in the Hospice's performance management processes to support

own development and that of others

Information Resources

- Build a file management system that can be used to support induction, training, implementation of Health and Safety Procedures and evidence compliance with statutory and regulatory requirements
- Co-ordinate the output from information systems across the Hospice to support comprehensive reporting and continual improvement in the management of health and safety
- Responsible for reviewing and checking own data held on SMI is up to date and accurate and report any inaccuracies to the HR team
- Preserve the confidentiality of any information regarding patients, staff, volunteers and the business of the Hospice.
- Acquire data from primary and secondary sources

Research and Development

- Identify appropriate solutions to the needs of the Hospice to provide a safe, welcoming and suitable environment for its guests and visitors.
- Support any audits or surveys taking place in any operational area.

Freedom to Act

- Act as lead specialist in Health and Safety across the organisation with significant discretion to work within internal parameters and external regulation to achieve an effective response to the findings of the Health and Safety audit.
- Deliver on the findings of an external Health and Safety Audit and subsequent internal audits, working with Managers and the Health and Safety Group to develop, implement and evaluate action plans.
- Work within the agreed annual budget, financial, HR and governance procedures
- Work autonomously with an ability to recognise limitations of knowledge, skills and competencies and to seek guidance from other subject experts when appropriate
- Work within policies and procedures but able to use own initiative when non-routine situations arise
- Work without close supervision

EFFORT & ENVIRONMENT

Physical

- In order to access all parts of the Hospice's estate, and fulfil the requirements of the job description, there is an occasional requirement to exert moderate physical effort.

Mental

- There is a frequent requirement for intense concentration. As there can be frequent interruptions, and a need to balance proactive and reactive work, good concentration and the ability to prioritise is essential.

Emotional

- There is an occasional requirement to interact with users of Hospice services, their families and carers.

Working Conditions

- The post is substantially office-based. Audit of health and safety practices may result in occasional exposure to unpleasant working conditions.
- Frequent requirement to use visual display equipment
-

Data Protection and Confidentiality

- All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the General Data Protection Regulation and Data Protection Act 2018 are applied to patients, clients, staff, volunteers and Hospice business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder.
- All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the highest quality, and is compliant with the law and Hospice policies and procedures

Health and Safety

- The Hospice will take all reasonably practical steps to ensure the health, safety and welfare of its employees while at work. Employees will familiarise themselves with the Health and Safety Policy and procedure as well as the fire procedures and ensure a safe working environment for self and others in line with these.

Safeguarding

- All employees within the Hospice have a responsibility for, and are committed to, safeguarding and promoting the welfare of children and vulnerable adults and ensure they are protected from harm.
- All employees should make themselves aware of the policies and procedures of safeguarding, take personal responsibility as far as is reasonably practicable, to safeguard children and adults at risk, complete statutory and mandatory training and take appropriate action as set out in the Hospice's policies and procedures.

Infection Control

All employees have a responsibility to ensure the risk of infection to themselves, colleagues, patients, relatives and visitors is minimised by:

- Attending mandatory training and role specific infection prevention education and training
- Challenging poor infection prevention and control practices
- Ensuring their own compliance with Hospice Infection Prevention and Control

policies and procedure.

Equal Opportunities

- The Hospice welcomes all persons without regard to race, religion or belief, age, gender re-assignment, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership, physical or mental disability. The Hospice aims to provide services in a manner that enables all members of the community to access them.
- Employees must behave in a non-judgemental manner that respects the differing needs and cultures of others.

This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.

The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder

Some Flexibility in the hours worked will be essential at times to meet demands placed on our service.

The post holder shall perform their duties at any other reasonable location to which they may be directed from time to time by the Employer

JOB DESCRIPTION AGREEMENT

Signature of Post holder

Date:

Signature of Manager:

Date:

