

# Health and Safety Lead Advisor

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

**Post – Health and Safety Lead Advisor**

**Division – Trust Services**

**Department - Safety**

**Band – 7**

**Hours – 37.5**

**Salary £38,890 - £44,503**

**Location –Bristol**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Access to further opportunities with the Trust

Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7.

As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### What you'll love about working here

**We are outstanding!** The CQC rated the organisation as Outstanding for services being caring and well-led. The Trust was the first in the country to go from Requires Improvement to Outstanding in 2017, and is now the first to do this and then retain this rating. The Trust is currently one of only seven in the country to have been rated Outstanding twice, and one of only three general acute Trusts to achieve this.

**A digital exemplar-** Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Accesses to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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The Health and Safety Lead Adviser autonomously provides concise, timely and impartial advice, guidance and support to managers and staff across all trust sites to ensure the effectiveness of the Trust's arrangements for promoting safe environments and work activities.

### Job Purpose

To support the Head of Health & Safety Services in implementing the Trust health & safety aims and objectives and assist in monitoring of the safety management systems (HSG65). To provide competent health & safety advice across the trust, demonstrating a well-informed knowledge base of the legislative and regulatory frameworks and the NHS national and local guidelines

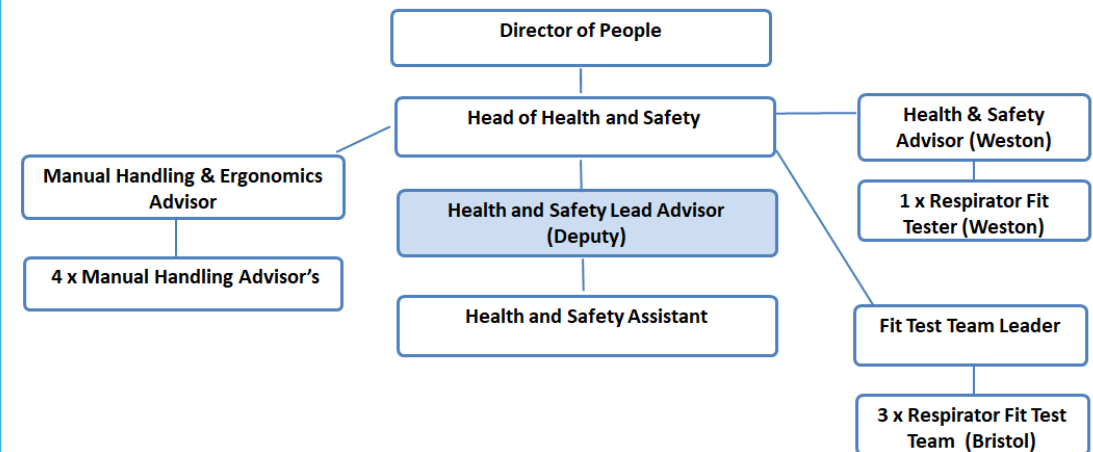
The post holder will assist with leading the trust towards compliance with legislation specifically Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations and all related Health and Safety laws, regulations and guidelines. The post holder will be responsible for implementation of the Health & Safety 5 year action plan and will work with specialist leads to develop a standardised approach to delivering tasks in a healthy and safe way across the Trust.

The post holder will also be responsible for the implementation, evaluation and delivery of the essential health and safety and risk assessment training programs across the trust as a major function of the role and will work alongside the Head of Health and Safety Services to further develop the requirements as required in line with legislative changes.

This includes working towards implementation and continuous improvement of HSG 65 and external requirements under Care Quality Commission outcomes and Occupational Health and Safety Standards. This work will underpin the delivery of the Health and Safety part of the Trust's Risk Management Strategy providing an environment in which safety is paramount for staff, patients and others using trust premises.

### Organisational Structure

#### Department Organisational Chart *Safety*



### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

In addition to a common mission and vision, we share our Trust values: **Respecting everyone, Embracing change, Recognising success and Working together.**

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The post holder will deputise for the Head of Health Safety Services in times of absence, including representation within meetings.

The Health and Safety Lead will ensure that all systems and procedures used by the Health and Safety team and wider health and safety structure across the trust are standardised, applied efficiently and demonstrate excellent service delivery to the Trust.

There is an expectation that the post holder will work closely with Trust colleagues including; Legal Services, corporate Estates, Facilities, Manual Handling, MEMO, Occupational Health, Patient Safety, Teaching and Learning teams and Risk Management Group to meet safety and quality compliance targets, in the interests of staff and in patient care across divisional boundaries and also external enforcement authorities such as Health and Safety Executive Inspectors.

### Main Duties and Responsibilities

#### Management

- Act as deputy for the Head of Health and Safety Services in times of absence. To include meeting attendance
- Ensure the Trust's Health and Safety Policies and accompanying arrangements reflect the overall risk management strategy of the organisation including annual audit.
- Maintain the Trust's Health and Safety Policies and arrangements ensuring they comply with minimum statutory and other recommended standards.
- Ensure effective evaluation, monitoring and audit of the Trust's Health and Safety Policies and arrangements on a regular basis.
- Assist with development, interpretation and introduction of new policies as required either by legislative or services changes
- Advise Divisional managers at all levels on the appointment and competence of their Health and Safety Leads and Site/service advisers.
- Ensure effective regular communication with Specialist Advisers/ Divisional Health and Safety Leads and Site/Service advisers. This will include chairing

regular meetings of the Trust's Health and Safety Divisional Advisors Group.

- Deal with incoming enquiries and complaints in relation to health and safety
- Attend management meetings at Divisional level as requested to advice on Health and Safety matters.
- To be operationally responsible for investigating all serious health & safety incidents including 'near misses' and RIDDOR reportable incidents to the HSE
- To be a budget signatory for the Display Screen Equipment budget
- Participate in health and safety projects in the wider field of risk management, providing reports for consideration at relevant Committees and Groups
- Take a lead on investigating all serious health & safety incidents including 'near misses' on behalf of the Head of Service. This will include investigating and following up accidents and incidents when necessary including liaising with the trusts Litigation Department and Health & Safety Executive Inspectors as appropriate
- Serve as Secretary and take formal minutes of the Trust Health and Safety Committee
- Assist with HSE Management Standards Stress audits and analysis as required by Divisional, dept or Human Resources requests

#### Advisory

- Provide specific and impartial Health and Safety advice to managers and staff at Divisional level as required including assisting with risk assessments and development of safe systems of work.
- Provide expert advice to other internal individuals and departments including those listed below:
  - Head of Health and Safety Services
  - Occupational Health staff: for both general Health and Safety matters and issues relating to specific patients referred by an Occupational Health Physician or Nurse.
  - Trust Legal Services Department: including advice on specific Health and Safety related incidents that may result in legal action against the Trust
- Provide advice to external organisations in connection with the Trust's activities e.g. South Western Ambulance Service, University of Bristol, University of the West of

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England (UWE), Institute of Occupational Safety and Health South West (IOSH SW) and the Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group (BNSSG)

- Assist with implementation of new legislation relating to health and safety, by being a source of competent advice to managers

### **People Management and Safety Department Role**

#### **People Management**

- Provide line management for Health and Safety team members, holding the team accountable for the delivery of Key Performance Indicator's;
- Manage and develop the Health and Safety Team to have appropriate and relevant knowledge and skills to meet the requirements of their post.
- Be responsible for appraisals and essential training for team members, in line with Trust guidelines.
- Be responsible for HR issues for the team in accordance with Trust policy and protocols.
- Actively participate in the collaborative approach to strategic planning that ensures the Health and Safety 5 year plan accounts for service needs
- Directs supports and facilitates project work, appropriate research, and contributes to service development
- Promotes on-going developments and achievements of the Health and Safety structure to optimise team / individual potential.

#### **Safety Department Role**

- Liaise with external organisations as appropriate e.g. the Health and Safety Executive or other enforcing authority
- To act as Co-ordinator with Control of Substances Hazardous to Health and Trust-wide database development and implementation
- Provide expert advice on appropriate Health and Safety development solutions

for your area of service e.g. risk assessment programmes

- Lead the co-ordination of quarterly KPI's for your service area and drive targets to demonstrate a year on year improvement on service
- Design and deliver comprehensive health & safety information, education and training packages for key personnel in the organisation in support of the health and safety management strategy
- Quality assure that all Health and Safety training interventions are evaluated thoroughly, using appropriate evaluation systems to ensure effectiveness through:
  - identifying the appropriateness of current target audience
  - ensuring the objectives have been achieved
  - identifying benefits to patient services
  - identifying areas for improvement and implementing the identified improvements in a continuous improvement cycle
- Promote the use of different types of learning opportunities, including tool kits, mentoring, shadowing, work based learning, e-learning, as well as the continued development of multi-disciplinary learning.

### **Continuous Professional Development**

- Undertake own personal and professional development to keep up to date on the latest thinking within your area of service.
- Undertake any other duties and responsibilities as reasonably required by the Head of Health and Safety Services.

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**Personal Profile** - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Current Health and Safety management and advisory experience – **Essential**
- Experience of designing, delivering and evaluating training – **Essential**
- Supervisory experience – **Essential**
- Clear communicator and negotiator both internally and externally in order to produce positive results with benefits for the organisation – **Essential**
- Managing change - **Essential**

### Skills and Abilities

- Proven knowledge and understanding of relevant legislation and best practice – **Essential**
- Knowledge and understanding of current NHS risk management issues including Care Quality Commission outcomes/ Occupational Health and Safety Standards – **Essential**
- Able to identify training and development needs and facilitate the design of appropriate solutions to meet those needs – **Essential**
- Well developed and demonstrable communication skills/ influencing skills oral and written – **Essential**
- Able to build and maintain constructive partnerships with both internal and external stakeholders – **Essential**
- Ability to manage varied and complex workload balancing strategic with operational requirements – **Essential**
- Excellent organisational skills – **Essential**
- Personal initiative and drive to deliver and exceed – **Essential**
- Innovative, motivated and adaptable – **Essential**
- Confident leader, able to gain commitment from Health and Safety team staff and other colleagues - **Essential**

### Aptitudes

- Some flexibility on hours as role demands - **Essential**

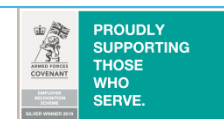
### Qualifications and Training

- NEBOSH Diploma or equivalent degree standard – **Essential**
- Recognised qualification in teaching or training and development - **Essential**
- Management qualification/transferable people management experience. – **Essential**
- Recognised IT qualification or IT skills - able to use Microsoft Office and other relevant packages - **Essential**

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Inspected and rated

**Outstanding** ☆



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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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