JOB DESCRIPTION

Health & Safety Admin Assistant

Post:	*Health & Safety Admin Assistant*
Band:	3
Division:	**Trust Services**
Department:	*Safety Department*
Responsible to:	**Head of Health and Safety Services**
Responsible for:	**Incident Management duties within safety department team**

Job purpose

A summary
The primary function of this role is to ensure health and safety incidents are managed effectively once entered onto the Datix incident reporting system and that the trust achieves compliance with incident reporting timeframes. In addition to this the post holder will act as the first point of contact with the Safety Department providing limited administrative support service to the team.

Main duties and responsibilities

- To be a key administrator for Datix management of incidents within the health and safety domain including system support for users

- Daily incident data validation and support for the team in the monitoring of incident management, length of absence due to injuries and trends

- To proactively scan the Datix reporting database for high risk incidents and alert the Head of Health and Safety Services

- To extract data from Datix and assist in the production of qualitative and quantitative reports

- Adding actions to Datix and supporting the team in monitoring for their completion

- To follow principles of maintaining confidentially regarding highly sensitive information and to adhere to the Data Protection Act.

- Reporting incidents to appropriate enforcing authorities, in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and other statutory and mandatory standards. Enforcing authorities include the Health & Safety Executive

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- Advise, liaise, Notify specific departments in the trust as required including legal Services department where claims are indicated, Estates & Facilities and Security Manager regarding incidents and extract ad hoc reports as required.

- Liaise with other Datix system users and those that input incidents on the on line system on behalf of the Safety Department and daily screening of the data. Giving verbal advice or providing training as required to staff and managers at all levels of the trust regarding the on line process for input and managing health & safety incidents.

- Liaise with the Trust Risk Manager regarding system requirements required to manage health and safety incidents

- Attend the Datix user group meeting as a representative of the safety department and the health & safety section of the system.

- Input hard copies of health & safety incident forms and any other appropriate Health and Safety information as attachments onto Datix, ensuring timely and accurate records are kept.

- Contribute to the development of the RIDDOR process in line with policy requirements to ensure streamlined from input of high risk incident to closure of investigation

- Comment on and review relevant policies or procedures relating to the management of incidents and any user guides for the system.

General administration

To include

- Limited office duties, e.g. preparation of training materials, photocopying or scanning

- Filing and data input in relation to completed incident investigations

- Managing telephone and email enquiries and taking accurate messages including prioritising and responding where appropriate. Deal with incoming and outgoing mail

- Participate with organising team and other ad hoc meetings as required for the Safety Department including booking rooms and producing agendas

- Undertake minute taking as required within the safety department

- Assist with facilitation of corporate risk management training, ensuring smooth running and all issues are dealt with in an appropriate manner, liaising with training & development and external key speakers

- Assist members of the Safety Dept. in setting up risk management training sessions including arranging venues and equipment and publicising events where appropriate. Be responsible for the production of resources for delegates e.g. course workbooks, programs etc. and enter all booking and attendance details onto the Kalidus training portal

- Ensure that any specialised training records the Safety department is responsible for are accurate, collated and input correctly and provide regular and ad hoc compliance reports

- Assist with collation of the annual audit returns from every department in the trust and chase non returns under the Health and Safety managers instruction

- Assist with administration duties within the Cardinus eLearning software e.g. providing access licenses as required

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- Maintain accurate record keeping and filing systems on behalf of the team for all admin duties plus essential training database for Safety department team on behalf of the Head of Health and Safety Services

- Take responsibility for organising own daily work activities referring to the Health and Safety Manager

- Undertake any ad hoc health and safety projects or research on behalf of members of the Safety Department team as agreed with the Head of Health and Safety Services

- To comply with Trust policies

General Information:

The Trust's Values
University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

- Respecting Everyone
- Embracing Change
- Recognising Success
- Working Together

The Trust expects all staff to work in ways which reflect these values at all times as follows:

Respecting Everyone
- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

Embracing Change
- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

Recognising Success
- We say thank you and recognise everyone's contribution
- We take pride in delivering the best quality in everything we do
- We share and learn from each other
- We encourage new ideas that help us to be the best we can

Working Together
- We work together to achieve what is best for our patients
- We support each other across the whole Trust
- We listen to everyone
- We work in partnership

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Transforming Care

Transforming Care challenges everyone at University Hospitals Bristol to play their part in supporting quality changes and improvements in their work place, building efficient care systems critical for our patients and their families, both today and in the future.

The Trust's mission is to deliver clinical services, teaching and research of the highest quality. Our vision is to provide first class technical care, with humanity, compassion and sensitivity to the needs of each patient.

Delivering best care, Improving patient flow, Delivering best value, Renewing our hospitals, Building capability, leading in partnership.

These are the core elements essential to Transforming Care. Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation.

Equal Opportunities

The Trust is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:
- Ensure their behavior is not discriminatory
- Does not cause offence
- To challenge the inappropriate behaviors of others
- Adhere to the Trust's values, including 'Respecting Everyone', as well as the Staff Conduct Policy and the Equal Opportunities policy

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Health and Safety

Under the provisions contained in the Health and Safety at Work etc. 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

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.

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Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.
Everyone has a responsibility for contributing to the reduction of infections.

Safeguarding Children and Vulnerable Adults
University Hospitals Bristol 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 behaviors 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.

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 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 1998
- 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 password / username and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Job Description completed/reviewed by:

Managers name: Lyn Harvey

Date: 6th December 2016

All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.
The NHS Knowledge and Skills Framework (the NHS KSF) defines and describes the knowledge and skills which NHS staff need to apply in their work in order to deliver quality services. It provides a consistent, comprehensive and explicit framework on which to base review and development for all staff. Closely aligned with this job description is a KSF profile supporting the effective learning and development of the post holder in a variety of ways?

PERSON SPECIFICATION

HEALTH & SAFETY ADMINISTRATOR

Education and Qualifications		Essential	Desirable	To be evidenced by *
Q1	Good standard of education to A levels or NVQ 3 or equivalent experience	✓		A
Q2	Relevant qualifications e.g. European Computer Driving License or equivalent		✓	A
Q3	IOSH Managing Safely or equivalent	✓		A

Knowledge and Experience		Essential	Desirable	To be evidenced by *
E1	Evidence of a working knowledge of Microsoft office suite including Excel, PowerPoint, Word and Outlook	✓		A/I
E2	Relevant administrative/ facilitation experience		✓	A/I
E3	Attention to accuracy and detail	✓		A/I
E4	Flexible attitude to managing work-load	✓		I

Skills and Abilities		Essential	Desirable	To be evidenced by *
S1	Ability to effectively liaise with varying levels of people within an organisation including situations where there may be language barriers	✓		A/ I
S2	Proven ability to use own initiative	✓		T

S3	Effective and professional communication skills both verbal and written.	✓	A/T
S4	An enthusiastic but methodical and organised approach to work	✓	I/T
S5	Ability to work to strict deadlines	✓	I/T
S6	Ability to work as part of a team whilst providing support	✓	I
S7	Willingness to undertake training as required	✓	I

A = Application Form
I = Interview
P = Presentation
T = Test

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