

SAINT FRANCIS HOSPICE

JOB DESCRIPTION

JOB TITLE	Health & Safety Officer
GRADE / SALARY	5b
REPORTS TO	Director of Retail, Health, and Safety
KEY RELATIONSHIPS	Chief Executive Officer, Directors, Board of Trustees, Medical Staff, All Hospice staff and volunteers, Health & Safety Professionals, Health & Safety Executive, Members of the Public, Integrated Care Boards, Acute Trusts, Primary and Community Services, Local Authority, Local Hospices and Other Organisations, Senior leadership team and Health and Safety reps.
RESPONSIBLE FOR	No line management reports

JOB SUMMARY

Responsible officer for Health & Safety and fire across the whole organisation, providing support to teams on all Health & Safety and fire safety risks.
To improve awareness, identifying, and minimising risks and encouraging safe working practices.
Working with all members of staff, volunteers and service users to understand the importance of Health & Safety within the organisation.
To have the ability to teach, train and to advice and influence.
To ensure compliance with Current Health and Safety legislation and guidance

MAIN DUTIES AND RESPONSIBILITIES

1. Responsible officer for Health & Safety and fire across the whole organisation, providing support to teams on all Health & Safety, and fire safety risks, improving awareness, identifying, and minimising risks and encouraging safe working practices.
2. To undertake investigations of all H&S incidents/accidents and support teams and individuals to ensure they are reported correctly according to the organisational policy and procedure.
3. To work with the Director of Finance for insurance purposes.
4. Responsible for investigating incidents and incidents relating to Health & Safety and Fire ensuring findings are recorded in line with prevailing requirements, producing reports, and referring to relevant agencies incidents that require external reporting e.g., RIDDOR reporting to the HSE, working with the Hospice incident reporting system.

5. To lead on the Health and Safety Management meetings, with the Director and H&S reps to support the management of the organisations Health & Safety Management Group.
6. To liaise with the Health and Safety reps for all areas across the organisation ensuring all training such as, COSHH, First Aid, legionella, and other education needs are up to date for both H&S reps and all staff across the Hospice including delivery of fire safety training at induction and as well as an annual refresher in line with, The regulatory reform (Fire Safety) Order 2005.
7. Responsible for supporting and maintaining the H&S Risk Assessment register, COSHH Inventory and Assessments across all areas of the business. – supporting staff in the ongoing management of risk control.
8. Undertake regular audits of Hospice premises/SFH leased sites and Charity Shops to ensure compliance with the Health and Safety at Work Act 1974 and The regulatory reform (Fire Safety) Order 2005, also taking into consideration, CQC requirements/regulations, liaising with the CQC registered manager.
9. Responsible for the production and maintenance of the Hospice's Fire Emergency Plan and Fire Safety handbook.
10. Responsible for reviewing and updating the organisation's fire safety policy and fire procedures. Including review of Fire Risk assessments across the business locations.
11. Organise fire drills and evacuations in line with regulation and record and proactively monitor with real time results collecting data to review performance.
12. Ensure the maintenance, inspection, and competent companies in respect of work equipment and systems including fire safety equipment undertake regular servicing.
13. Act as a point of contact for regulatory authorities including, HSE, Fire authority and local Environmental Health Officers.
14. Responsible for the reviewing of Saint Francis Hospice Health and Safety policies to ensure they meet current legislation, liaising with external partners, such as Health & Safety Consultant.
15. Support the Business Continuity element of the organisation, creating plans that can be followed in case of emergency to ensure that the Hospice can maintain a continuity of service through emergency situation.
16. To also attend Corporate Governance, senior leadership Team, Exec Team and Board meetings when required to report on the annual H&S reports and to give assurance.

ADDITIONAL REQUIREMENTS OF POSTHOLDER

CONFIDENTIALITY: The post holder must maintain confidentiality, security and integrity of information relating to patients, staff, and other hospice matter during the course of duty.

Any breach of Confidentiality may become a disciplinary issue.

DATA PROTECTION: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998.

EQUAL OPPORTUNITIES: The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

HEALTH AND SAFETY: All staff must be familiar with the organisations Health safety and Fire Management policies and the requirements of such.

HOSPICE IDENTITY BADGES: Hospice ID badges must be worn at all times whilst on duty.

SMOKING: The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

REGISTRATION COMPLIANCE/CODE OF CONDUCT:

All employees who are required to register with a professional body to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

WORKING TIME REGULATIONS: The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26-week period you should work no more than 1248 hours.

PERSONAL DEVELOPMENT:

- To participate in monthly one to one's
- To identify own on-going educational needs and discuss with your line manager to achieve those development needs
- To ensure that you keep up to date with latest legislation through research and training
- To be prepared to develop skills and competencies that are required to meet the demands of the role as it naturally evolves over time

Please note that the above list is not exhaustive and is intended only to indicate the range of activities that the post holder will be required to undertake. Further duties and responsibilities may be added as the role develops and it is expected that the post-holder will accept all reasonable requirements and developments of the job.

The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.

On occasion, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.

PERSON SPECIFICATION
Health & Safety Officer

E = ESSENTIAL	D = DESIRABLE
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Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning		
<p>Supportive - The ability to listen to and value peoples' experience and use them to give the personal support that is right for everyone.</p> <p>Compassionate - The ability to be kind and treat everyone we meet with care and compassion. The ability to be friendly and put people at the heart of our actions and words, supporting people's choices and decisions, helping them to feel safe, secure and valued.</p> <p>Inclusive and Respectful - The ability to be open and transparent and value each person's individuality. To be able to show respect for everyone and value diversity. To be mindful that our different experiences and knowledge make us stronger and together we achieve more.</p> <p>Professional - The ability to do your best, in providing the appropriate care and expertise to those who need us and support us.</p> <p>Always Learning - The ability to be open and outward looking, always ready to adapt and change, looking for better ways of doing things, by learning from each other and from the ever changing world around us.</p>	E	
Leadership skills		
<p>Ability to lead with honesty, integrity, and care. Be able to develop, empower and delegate effectively to achieve change and generate a positive, inclusive, workplace. Be accountable for actions and bring creativity and innovative to inspire and motivate others. Be active in the creation and delivery of the Hospice strategy for the benefit of patients, staff and our local community.</p>	E	

Education & Training			
<input type="checkbox"/>	Health & Safety Qualification (NEBOSH Diploma preferred) and relevant level of experience	E	
<input type="checkbox"/>	Fire risk assessment/audit Qualification (NEBOSH Fire)	E	
<input type="checkbox"/>	Demonstrable experience providing Health and Safety advice in a similar role	E	
<input type="checkbox"/>	Evidence of continuing professional development	E	
<input type="checkbox"/>	45001 audit qualification		D
<input type="checkbox"/>	Membership of professional body (IOSH, IIRSM, IFE)		D
Skills/Abilities/Knowledge		E	D
<input type="checkbox"/>	Excellent communication skills, both written and verbal	E	
<input type="checkbox"/>	Excellent project management and delivery skills	E	
<input type="checkbox"/>	Excellent organisation/time management skills	E	
<input type="checkbox"/>	Able to interpret, comprehend and convey complex legislation clearly to different audiences/stakeholders.	E	
<input type="checkbox"/>	Ability to work under pressure and prioritise constantly changing, high volume workloads	E	
<input type="checkbox"/>	Ability to make decisions, to work on own initiative	E	
<input type="checkbox"/>	Ability to work alone and as part of a team	E	
<input type="checkbox"/>	Ability to work to strict deadlines	E	
<input type="checkbox"/>	Ability to demonstrate enthusiasm and commitment to the work of the Hospice	E	
<input type="checkbox"/>	Knowledge of Health & Safety, and fire legislation and implications for the organisation.	E	
<input type="checkbox"/>	Able to produce and present health & safety information in verbal and written form	E	
<input type="checkbox"/>	Demonstrable experience of risk assessment (including fire risk assessment) in a workplace/healthcare environment	E	
<input type="checkbox"/>	Ability to deliver training packages on health & safety including presentation skills	E	
Responsibilities			
<input type="checkbox"/>	Responsible for Health & Safety policies and procedures within the organisation		
Experience			
<input type="checkbox"/>	Experience of health & safety within a healthcare environment	E	
<input type="checkbox"/>	Demonstrable experience of report writing, project planning, creating, and monitoring procedures and systems	E	
<input type="checkbox"/>	Proven track record in health & safety services management	E	
<input type="checkbox"/>	Proven track record in developing and implementing health & safety procedures	E	
<input type="checkbox"/>			

Other Requirements		
<input type="checkbox"/>	Ability to maintain and understand the importance of confidentiality	E
<input type="checkbox"/>	Willingness to take on new responsibilities and respond positively to change	E
<input type="checkbox"/>	Ability to inspire and motivate people to follow Health and Safety policies and procedures	E
<input type="checkbox"/>	Willingness to work flexibly to accommodate the needs of the Hospice	E
<input type="checkbox"/>	Have own transport and current driving licence	E