Job Summary

The Health and Safety Advisor will provide specialist advice across the organisation, informing directors, managers, supervisors and employees on any safety actions necessary to ensure compliance with current, new and proposed statutory Health & Safety legislation; ensuring that good practice standards and Care Quality Standards for the Independent Hospital are delivered.
The Health and Safety Advisor will work in accordance with the Health & Safety at Work Regulations whilst supporting the process of continuous improvement to safety performance within Horder Healthcare . The Health and Safety Advisor will be responsible for monitoring that actions resulting from investigations, audits, inspections and reviews are implemented.
The Health and Safety Advisor will support the risk management process in the organisation and support the development and delivery of required relevant training in areas of health, safety and risk.
The Health and Safety Advisor will support research relevant to the role, escalating and sharing updates as required; ensuring policies reflect current best practice guidance and legislation. They will prepare and deliver reports at required committees where Health and Safety is discussed.
They will support the liaison and reporting to external agencies with matters relating to Health and Safety.

Key Duties I Accountabilities

The Health and Safety Advisor's key duties and accountabilities are:

- To hold responsibility for providing specialist, professional and effective advice and coordinating Health & Safety management for Horder Healthcare
- To be responsible for undertaking a wide range of duties to support the organisation's Clinical Governance and Health & Safety function.
- To be the first contact for internal staff, external bodies and third parties on matters relating to Health & Safety.
- To keep up to date on current Health & Safety legislation / policy and ensure compliance by Horder Healthcare.
- Develop and implement new policies or update Health & Safety policies as required.
- Support the Executive and Management Teams with risk assessment processes and where required lead specific risk assessments.
- Assist all levels of the Health & Safety Management structure in providing employees with adequate information, instruction and training as may be necessary to perform their work without risk to themselves or others.
- Audit compliance to Health & Safety standards.
- Facilitate and chair the quarterly Health and Safety representative meeting
- Facilitate and, on occasions, Chair the quarterly Health & Safety committee meetings.
- Ensure statistics are prepared for all accidents and support accident investigations where appropriate. Produce monthly Reports.
- Assist with investigation and action planning for any Health & Safety related incidences reported through the local risk management system.
- Carry out random safety checks to:
    - o Assess the risks present in a specific work area, workplace or process to identify unsafe working conditions and practices
    - o Make recommendations to remedy any defects found.
    - o Ensure any recommendations made are acted upon (schedule, review and record recommendations)
- Act as the key liaison to and support the Executive and Management Teams in any interaction with the Health & Safety Executive, including preparation for inspections, accident investigations and reporting under RIDDOR.
- Work alongside Training, Education & Development team to assist with general Health & Safety, and where appropriate fire training as required by the business.
- Audit safety performance within Horder Healthcare to agreed schedules. Produce audit reports for the Executive and Management Teams.
- Liaise with and where necessary, advise the Facilities Services on the Health & Safety implications of contractors and sub-contractors undertaking maintenance work on any of the organisation's premises.
- Advise on the safety input for refurbishment and new build projects, equipment acquisitions to the needs of the project manager(s).
- Fully participate in plans for development / changes to Horder Healthcare to ensure environmental issues are prioritised and part of day to day working practices.

About You – qualifications

Essential :

- Appropriate training qualification or willingness to gain
- IOSH Managing Safely qualification as a minimum
- NEBOSH National (UK) Certificate in Occupational Health & Safety Management **or** equivalent experience (or working towards with a minimum of 5 years' experience).
- Experience of working with external bodies such as Environmental Agency, HSE
- Experience of working with contractors and third-party providers
- Ability to carry out safety, inspections audits and risk assessments.
- Experience of developing and delivering specialist Health and Safety training
- Self-motivated with the ability to influence and motivate others
- Ability to develop effective working relationships with colleagues and the public.
- The ability to work accurately, with attention to detail
- High level of integrity and ability to recognise and correct mistakes and maintain continuous improvements
- Ability to travel between Horder Healthcare sites
- Excellent computer IT skills and database skills

Desirable :

- Member of a relevant professional body such as IOSH at Tech/grad level
- NEBOSH National (UK) Certificate in Fire Safety or equivalent
- NEBOSH National (UK) Diploma in Occupational Health and Safety Management
- Experience of working in a complex clinical environment in a similar role.
- Knowledge of CQC requirements related to Health and Safety
- Qualified/experienced Training instructor

Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.

Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we 'll discuss with you first.

I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.

Employee Name: …….

Employee Signature: ……

Date: ……

The Health Act 2008

You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. For further information, please speak with our Infection Control Specialist.

For clinical colleagues with direct patient contact, this will include (but is not limited to):

- compliance with clinical procedures and protocols, including uniform and dress code .
- the use of personal protective equipment .
- safe procedures for using aseptic techniques .
- safe disposal of sharps.

Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Radar system.

Equal Opportunities

At Horder Healthcare, we are proud to champion and celebrate diversity, equity, inclusion and belonging in all areas of our business. We are committed to creating an environment of mutual respect where equal employment opportunities are available to all applicants without regard to protected characteristics by applicable law.

Safeguarding

You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.

Confidentiality

You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person .