**Job Description**

**Job Title**: Health and Safety Compliance Manager

**Salary:** £16,000 (£32,432 pro-rata)

**Hours:** 18.5 per week

**Reporting to**: Estates Manager

**Job purpose**: Our Vision is to make every day the best day possible for our patients and their families in South Devon. As a member of our Estates Team you will deliver this by leading the development and implementation of effective risk management across the Hospice sites and activities.

**Our Values:**

Honesty & Integrity Generosity of Spirit Respect Team Player

**Key roles and responsibilities:**

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|  | * Provide advice and leadership on the statutory and legal requirements for health and safety, fire, waste and environmental issues. |
|  | * Maintain and develop the organisation’s health and safety policies and other related documentation, ensuring they are understood and adopted by colleagues across the Hospice. |
|  | * Liaise with nominated colleagues from across the Hospice with responsibility for Health and Safety, including Estates, Retail and Fundraising to ensure that Health and Safety is a priority for all areas. |
|  | * Work with the Heads of department ensure that health and safety action plans are developed, followed and reviewed regularly, to include (where relevant): * Asbestos Checks * Water quality and temperature checks * Fixed wiring checks * Wheelchair checks (monthly) * Fire extinguisher checks (monthly) * Fire alarm checks and signal monitoring (weekly) * Fire alarm servicing over all sites * Lifeline kit checks * Heart start kit checks * Ladder log oversight checks * Portable appliance checks organised |
|  | * Chair meetings of the Health and Safety committee. Provided reports as required to the Senior Management Team and the Board. Ensure Directors are aware of and adequately trained to meet their legal responsibilities. * Ensure compliance with the reporting requirements of “The reporting of Injuries, Diseases and Dangerous Occurrences Regulations” 1995 (RIDDOR). |
|  | * Conduct health and safety investigations as required. Maintain an Incident Reporting database and compile statistical information on clinical and non-clinical incidents for reports as requested. |
|  | * Ensure a robust risk assessment programme for both clinical and non-clinical areas, including developing and maintaining a risk register. |
|  | * Ensure compliance with COSHH to control the use of substances hazardous to health, including undertaking and updating relevant risk assessments and product information and ensuring staff using hazardous substances have undertaken relevant training. |
|  | * Assist and facilitate colleagues with planned or requested risk assessments, including providing risk assessment training, support and advice, to enable the Managers to complete their risk assessments. |
|  | * Support and advise senior managers on the creation and implementation of risk control action plans for their areas of responsibility. |
|  | * Support employees and volunteers to proactively identify areas of risk and bring them to the attention of the Estate Manager and the relevant heads of department in a timely manner. |
|  | * Monitor and regularly review risk management policies, procedures and guidelines to enable Rowcroft to comply with statutory and local obligations. |
|  | * In conjunction with the People Team, develop a programme of mandatory health and safety training for employees and volunteers including general health and safety obligations, fire safety and manual handling. Deliver training or source external training as appropriate. |
|  | * Maintain all Panic Alarms, testing them quarterly. |
|  | * Be responsible for fire safety measures including updating fire procedures, assisting with the annual fire risk assessment and auditing the regular fire safety checks undertaken by the Maintenance Department. |
|  | * Provide tailored fire safety training for fire marshals, nursing staff and kitchen staff, and ensure all new employees receive a briefing on the fire procedures, as part of their first day’s induction. |
|  | * Support the Estate Manager to review Health and Safety questionnaire information supplied by prospective Contractors. |
|  | * Monitor Contractor and Maintenance Team safety performance to inform the annual safety review/audit and liaise with the Estates Manager accordingly. |
|  | * Advise Managers on how to undertake expectant /new mother risk assessments. |
|  | * Carry out regular audits to ensure work station assessments are carried out by all relevant employees and outcomes are responded to and reported. |
|  | * Liaise with employees as required to consult and inform them about health and safety and risk management matters. This will include attending monthly meetings with retail managers, project liaison with department leads, organising the hospice health and safety committee and monitoring health and safety suggestions put forward through the staff suggestion boxes. |
|  | * Plan and implement audits to assess compliance with health and safety and environmental issues. |
|  | * Advise on measures necessary to ensure the Hospice complies with waste storage and transportation regulations. Liaise with the Maintenance team regarding waste records. |
|  | * Recruit and monitor the training of First Aiders and check first aid boxes regularly to ensure contents are complete and current. |
|  | * Be responsible for the upkeep of all Health and Safety signage over all sites, ordering equipment and signage as required with prior written agreement from the Estate Manager. |
|  | * Undertake other duties as required within the general level and scope of the post. |

* Promote a culture of continuous learning and development and wellbeing.
* Identify your own learning and development needs undertake continuous professional development.
* Play an active part in team meetings and ensure your mandatory and other relevant training is kept up-to-date.

This list can never be exhaustive but covers most of the work you’ll be doing - always with talent, initiative and a commitment to great customer service.

**Infection Prevention**

All Rowcroft Hospice employees in both clinical and non-clinical roles are required to adhere to the Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times to reduce the burden of Healthcare Associated Infections including MRSA.

You agree to the following:

* 1. To decontaminate your hands prior to and after direct patient care or contact with the patient's surroundings;
  2. To take part in mandatory infection control training provided;
  3. To responsibly manage your own infections (other than common colds and illness) that may be transmittable to patients, including to contact Occupational Health for guidance.

**PERSON SPECIFICATION**

**HEALTH AND SAFETY COMPLIANCE MANAGER**

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| **Attributes** | **Essential** | **Desirable Requirements** |
| **Qualifications and Training** | * Good general level of education. * NEBOSH qualification or substantial relevant experience at this level * Background in health and safety management and leadership | * Teaching qualification * Experience of working in the healthcare sector * Degree |
| **Knowledge and skills** | * Excellent communication and IT skills * Ability to manage self and prioritise * Keen attention to detail * Detailed knowledge of health and safety legislation |  |
| **Experience** | * Practical experience of undertaking audits, inspections, risk assessments and accident investigations. * Experience of working in a health and safety environment and advising on health and safety issues * Experience of delivering training to groups and individuals |  |
| **Personal requirements** | * Ability to be flexible to ensure the needs of the service are met * Ability to communicate at all levels * Self-motivated and enthusiastic * Able to work as part of a team * Leadership through creative problem solving, a positive can-do attitude and a willingness and desire to ensure all who come into contact with Rowcroft have the best possible experience. * A desire to be part of a committed and hardworking team in line with the ethics and values of Rowcroft Hospice, acting in the best interests of Rowcroft at all times. | * Appreciation of working in a hospice environment * A good understanding of the purpose, values and strategy of Rowcroft Hospice. |
| **Other requirements** | * Able to work on-call hours if required | * Willing and able to volunteer for at least one Rowcroft event each year. |