

SENIOR HEALTH AND SAFETY ADVISOR

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone

- Support the Health and Safety Team to keep staff, patients, and visitors safe across all Trust sites.
- Be the first point of contact for health and safety matters at the Royal Shrewsbury Hospital and other Trust locations.
- Help deliver health and safety training, including workstation checks and safety awareness sessions.
- Carry out inspections, audits, and investigations to make sure workplaces are safe and meet legal standards.
- Write reports and keep accurate records using systems like Microsoft Office and Datix.
- Give advice and support to managers and staff on health and safety issues and help improve safety practices.

Job Description

Job title:	Senior Health and Safety Advisor
Grade:	Band 6 (subject to agenda for change)
Site:	The Royal Shrewsbury Hospital
Accountable to:	Health and Safety Team Manager
DBS required:	No

Job Purpose

- You will support the Health and Safety Team in providing an effective, professional H&S service across the Trust, working in both clinical and non clinical settings.
- You will support the Health and Safety Team Manager in all matters associated with health and safety management issues across all Trust workplaces.
- You will be a day to day first point of contact for H&S matters at the Royal Shrewsbury Hospital and will work at all other Trust sites as the need arises.
- You will devise and deliver H&S-related training interventions, including DSE workstation assessment, stress risk assessments, noise, and vibration awareness, etc.
- You will be a course tutor contributing to the Trust's in-house IOSH Managing Safely and Working Safely courses.

- You will undertake audits, inspections, investigations, and monitoring activities relating to H&S management.
- You will support the reporting functions of the team, to include use of Microsoft Office packages, Datix and the Trust intranet. This will include writing reports based on Trust H&S data sources.
- You will provide education/ training and support to Trust and other staff and visitors in relation to Personal Protective Equipment in the provision of a caring and safe environment, including Respiratory Protective Equipment fit testing during demand surges.
- You will undertake a wide range of tasks in support of the H&S Team's work, which will include visits to clinical and non-clinical workplaces across the Trust.
- You will function at a competency level in line with the requirements of the post and achieve and maintain both mandatory and statutory training requirements associated with the role, and undertake IOSH CPD as required by your membership category.

Main Duties and Responsibilities

Areas of Specialism:

- You will exercise strong analytical and judgement skills during incident investigations, in appraising complex work activities with a view to assessing compliance with legal duties and best practice, in producing robust statistical reports on trends in incident records, and in translating current and emerging health and safety legislation, guidance and research into Trust practice.
- You will be required to maintain personal professional expertise in H&S management, general business administration, and (to support surge demand) in RPE fit testing using both quantitative and qualitative methods.
- You will undertake other duties in support of the H&S Team's work, which may include practical tasks and/ or administrative work in both clinical and non-clinical workplaces across the Trust.
- You will provide specialist advice to managers and staff on a wide range health and safety matters, as required. This may be in response to requests for assistance or following audits/ inspections/ incident investigations that highlight problems requiring improvement. This requires the post holder to maintain an up-to-date knowledge of health and safety legislation, approved codes of practice and guidance, and to continuously develop his or her own professional knowledge and competence.
- You will evaluate work environments and working practices during complex risk assessment exercises. Where external specialist advice is required, you will assist managers in sourcing and appointing such advisers, and in interpreting the advice offered with a view to reducing risks to staff and others.

- You will evaluate the safety of equipment throughout the Trust, conducting appropriate tests and inspections (sometimes under hazardous conditions) and within a wide variety of workplaces in order to ensure suitability and safety for users.
- You will monitor compliance with health and safety-related legal duties and best practice within the Trust by means of audits, inspections, and investigations. These will typically lead to written and verbal reports on levels of compliance and to working with managers to reduce risks to staff and others. You will support managers in improving non-compliant areas, environments or working practices.
- Under the direction of the Health and Safety Team Manager, you will draft or review Trust policies and procedures on health and safety matters within your own competence. You will lead on the implementation of Trust policies as directed by the Health and Safety Team Manager and support managers in the development of their own local health and safety policies and procedures.
- You will design, develop, deliver, and evaluate a range of specialist training interventions to all levels of staff within the organisation on matters associated with health and safety. In particular, to contribute to the Trust's corporate induction and update/ refresher courses, to deliver short courses and workshops on health and safety issues as required, and to be a tutor on the in-house IOSH "Managing Safely" and "Working Safely" courses. You will work on a one-to-one basis with managers and health and safety link workers to help them to develop their own competence in dealing with health and safety matters.
- You will investigate reported incidents when necessary. You will conduct investigations where areas of concern are highlighted by other means (when appropriate, in conjunction with another Trust specialist advisor). All investigations will be conducted with a view to reducing risk to staff and others and will require written and verbal reports to managers followed by advice on risk reduction measures, and evaluation of any resulting interventions.
- You will report any incidents covered by the requirements of RIDDOR to the Health and Safety Executive, as necessary.
- You will produce periodic statistical reports for managers throughout the Trust on trends in reported incidents, using data recorded in the Datix incident reporting system and other similar packages.
- You will contribute to the design, development, and evaluation of the Health and Safety Team's intranet pages, with a view to providing a useful source of health and safety related information to managers, health and safety link workers and staff.
- You will undertake other duties as reasonably directed by the Health and Safety Team Manager.
- Physical requirements for the position are not overly demanding but you will encounter physical challenges in the course of your duties, for example in hot environments such as boiler houses, plant rooms and kitchens, and heights on roofs and over elevated areas, etc.

- During investigations you will encounter a range of emotionally challenging circumstances, for example dealing with staff and visitors as a result of a traumatic and serious injury or death, dealing with an incident of violence and aggression, or following up on an incident such as a fire or explosion, working with enforcing authorities.
- You will be required to conduct inspections and other tasks on the whole of Trust property. This means that you will be expected to work in such diverse areas as offices, wards, on roofs, boiler houses and plant rooms, mortuary and post-mortem rooms, kitchens, laboratories, theatre, outpatients, Emergency Departments, site grounds etc. At times temperatures may be high, or the conditions otherwise hazardous.
- You will be required to conduct investigations into incidents that may be traumatic, involving serious injury and death, or involving hazardous substances (such as asbestos, dangerous pathogens etc.) or may require you to work in an otherwise hazardous environment.
- You will take every reasonable opportunity to maintain and improve your personal and professional competence and will encourage and support that of other staff in the department.
- You will participate in personal objective setting and review, including the creation and achievement of a personal development plan.

Organisational Skills:

- You will plan and organise inspections, audits, training sessions, site visits, meetings, and investigations, sometimes requiring input or co-operation from other Trust staff members or external specialists.
- You will be responsible for assigned portfolios, projects, and tasks from inception to completion. You must ensure that the portfolios, projects, and tasks are proactively delivered to agreed time and cost parameters in accordance and compliance with accepted professional, legislative, and regulatory standards, whilst always seeking to achieve constant improvement in the Trust's health and safety-related performance. You are likely to be assigned several such tasks at any one time and so must prioritise your work effectively.
- You will undertake RPE fit testing within the Trust during periods of surge demand and more generally will support the work of the Trust's RPE Team with guidance, technical advice, and administrative support.

Responsibility for Staff:

- You will deputise for the H&S Team Manager during periods of unavailability, including annual leave. As a result you will be a first point of contact and a reliable source of support to the H&S Team's junior staff members.

Responsibility for patients / clients:

- You will not have any direct responsibility for patients/ clients.
- During periods of surge demand you may occasionally undertake fit tests for visitors, who may be on site to visit inpatients who are near the end of their life.

Responsibility for Resources:

- You will have no budgetary authority, but will raise orders for equipment, consumables, training courses and training materials etc. using existing finance systems.
- During the course of undertaking your duties you will use appropriate equipment for the task, including IT equipment (laptops and desktop PCs), sound level meters/ CO2 monitors/ similar data logging devices, qualitative RPE fit testing kits, and quantitative fit testing ("Accufit"/ "Portacount") machines and accessories.
- You will work in support of the H&S Team and Procurement colleagues when newly introduced products are trialled and will contribute to decisions about stock lines to adopt and those to be rejected.

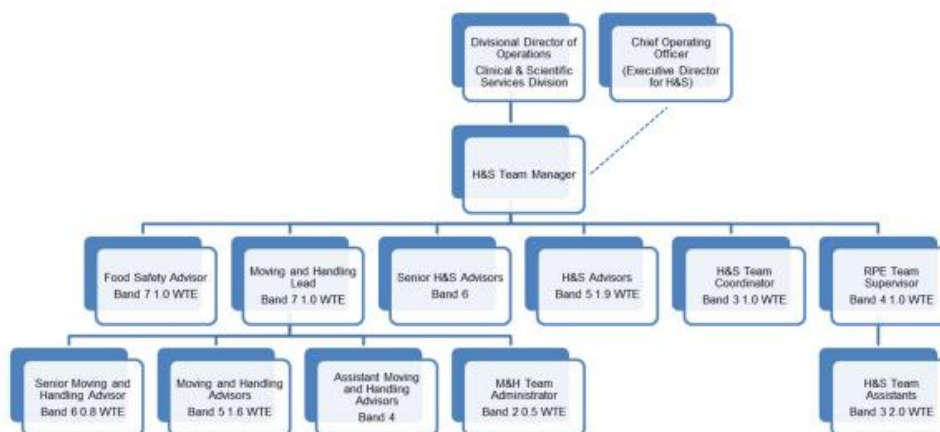
Responsibility for Administration:

- You will ensure that the H&S Team maintains accurate records and provides staff and managers with accurate information on H&S matters via reports published on the Trust intranet, and those presented to the Health, Safety, Security and Fire Committee and Divisions/ Directorates.
- In order to do this effectively you must be fully conversant with Trust information technology systems and software including MS Excel, Word, Outlook, Datix, Punch, Oracle and ESR.

Communication and Working Relationships:

- You will deputise for the H&S Team Manager at Corporate meetings as the need arises.
- You will interact with a wide range of recipients while working with highly complex/ technical and multi-factorial work activities, if necessary, overcoming resistance to change with a view to developing safer work environments and practices throughout the Trust. This requires an ability to communicate effectively on a one-to-one basis, with groups and in discussions or meetings, plus training sessions. Often the subject matter is sensitive or contentious and therefore requires a high level of negotiating, persuasiveness, motivation, and reassurance to secure co operation from managers and staff in meeting legal requirements, Trust objectives and best management practice in health and safety matters.
- You will act as a role model for good practice in H&S management and may collaborate with staff on wards and in departments to ensure that Trust staff are adequately protected from a wide range of hazards at local level.

Organisational Chart



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NEBOSH Level 6 National Diploma for Occupational Safety and Health Professionals or equivalent UK qualification (or due to complete very soon, with evidence of appropriate supporting experience). • Chartered Membership of IOSH (CMIOSH), or Certified Member of IOSH (CertIOSH) and working towards CMIOSH (or due to become eligible for Certified Membership very soon). • Level 3 qualification in adult teaching and learning (or willing to undertake in post, with evidence of appropriate supporting experience) 	<ul style="list-style-type: none"> • Qualifications and/or experience in a related field e.g. science, engineering, construction, psychology, ergonomics, etc. including membership of a relevant professional organisation.
Experience and knowledge	<ul style="list-style-type: none"> • Experience of (or having assisted in) the development and implementation of health and safety policies, strategies, practices, management systems, audits, 	

	<p>reviews, performance standards and targets.</p> <ul style="list-style-type: none"> • Experience in devising, delivering, and evaluating training to groups and to individuals. • Experience of delivering health and safety services in a healthcare environment or other complex setting. • Preparing reliable and accessible reports on incident (or similar) data for a wide audience. • Good knowledge of UK health and safety law, plus associated approved codes of practice and guidance. • Understanding of enforcement of health and safety law. 	
Skills	<ul style="list-style-type: none"> • Ability to work on own initiative and without close supervision. • Ability to develop effective and influential working relationships with managers, staff, and staff side/ union representatives. • A flexible approach to duties 	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are

bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

