

Job Description

Job Title:	Senior Health and Safety Advisor
Band:	6
Directorate:	Operations Directorate
Job Group:	Administrative and Clerical
Location:	The Royal Shrewsbury Hospital, with cross-site working when required.
Hours of Work:	37.5 hours per week/ 1.0 WTE
Accountable to:	Health and Safety Team Manager
Professionally accountable to:	Health and Safety Team Manager
Date:	4 July 2022

1. 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 nonclinical 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 the 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.

2. 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 upto-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

- course, 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 fit testers 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:

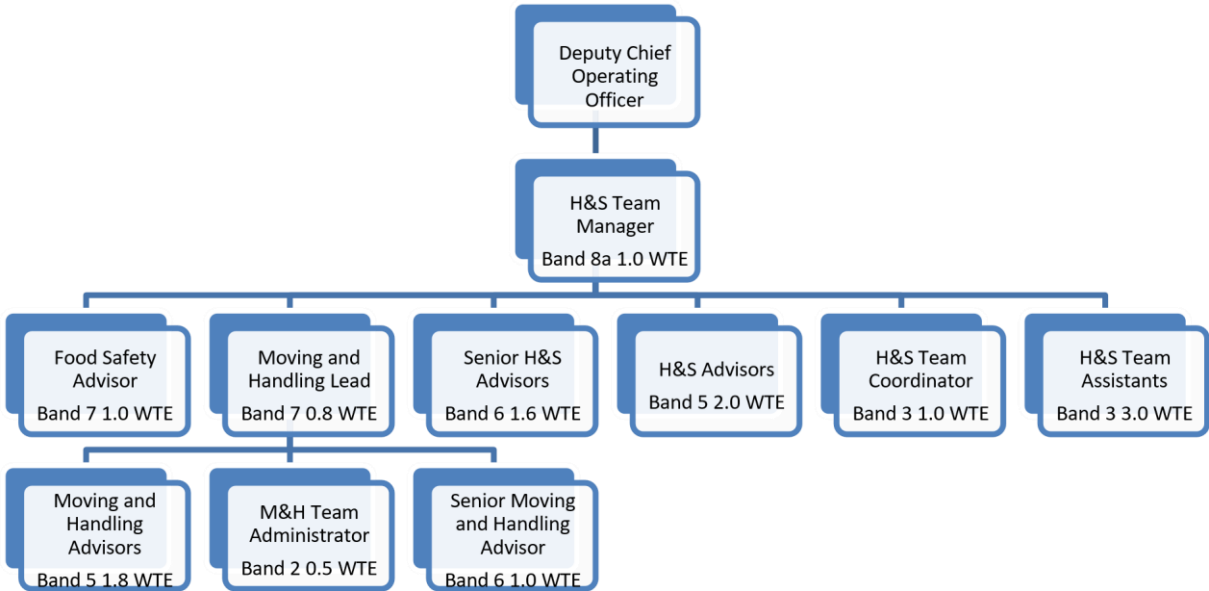
- You will ensure that the H&S Team maintains accurate records and provides staff and managers with accurate information on H&S matters via reports published on the Trust intranet, and those presented to the Health, Safety, Security and Fire Committee and Divisions/ Directorates.

- 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 cooperation 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.

3. Organisational Chart



4. 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; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

5. 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; and
- 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; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and on-going continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

6. 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 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.

7. 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- 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.

8. 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:
 - o you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - o you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

9. 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.

10. Continuous Improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.