

JOB DESCRIPTION

Job Title:	Health, Safety & Environmental Officer
Department:	Facilities
Hours of Work:	Full time, 37.5 hours per week
Salary:	£30,000 per annum
Location:	Multi-site (travel between hospice sites as required)
Responsible to:	Head of Facilities
Responsible for:	No line management responsibility
Key Relationships:	Staff Managers Senior Leadership Team Trustees External partners Trade Union colleagues Volunteers
Job Purpose:	Working as part of the Facilities team, providing comprehensive health and safety advice, training, and support to all Havens Hospices staff and volunteers, ensuring that the health and safety systems and processes within all hospice sites remain compliant, adhering to current health and safety legislation and guidance.

Principal Responsibilities:

1. To provide professional advice to all staff, relating to the provision of health, safety and good practice on corporate and personal obligations, under the Health and Safety at Work Act 1974
2. Ensuring the Hospice is compliant with its statutory duties to employees and others under the Health and Safety at Work Act 1974
3. To undertake the annual Fire Risk assessment (regulatory fire reform 2005) and put action plans into place to ensure any ongoing improvements required are met

4. To carry out annual Health and safety audits and put action plans into place to ensure any ongoing improvements that are required are met.
5. To develop and maintain Health and Safety policies and procedures.
6. Pro-actively developing and maintaining an Environmental Strategy and Policy.
7. To provide and support the provision of health, safety, and good practice advice, and training at a local level, assisting and supporting managers in ensuring compliance with relevant policies and legislation.
8. Co-ordinate and complete training for staff and managers across the organisation, undertaking practical risk assessments and safe systems of work in line with agreed standards.
9. Engage with all staff, promoting a positive Health and Safety culture using forums, team meetings, etc.
10. To Chair the Health and Safety Committee meeting, providing solutions and feedback to the Leadership Team.
11. To train managers and assist clinical managers (where required) on how to investigate accidents and incidents, including near misses, and to put action plans into place in order to minimise re-occurrence.
12. Carry out fire training for staff and volunteers, including fire marshal training.
13. Report any incidents to HSE (RIDDOR) as necessary.
14. Assist in maintaining and improving the risk assessment and incident reporting modules on Sentinel
15. Working with the Learning and Development team ensure that all staff are appropriately trained in matters relating to fire, health, and safety.
16. Such other duties temporarily or on a continued basis, as may reasonably be required, commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.

March 2022

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<p>EDUCATION AND QUALIFICATIONS</p> <ul style="list-style-type: none"> • NEBOSH Certificate or equivalent qualification • Demonstrable appropriate level of experience • Evidence of continued professional development being maintained on an annual basis 	<ul style="list-style-type: none"> • Membership of a professional body • Environmental qualifications
<p>KNOWLEDGE AND EXPERIENCE</p> <ul style="list-style-type: none"> • Demonstrable experience in providing Health & safety advice and guidance • Demonstrable experience of identifying and implementing safe systems of work • Demonstrable experience of risk assessment processes, including fire risk assessments, etc 	<ul style="list-style-type: none"> • Experience of working in the Charity sector • Experience of developing, delivering, and facilitating training • Experience of coaching/mentoring • Demonstrable experience in providing Health & Safety advice and guidance within a health care setting
<p>KEY SKILLS</p> <ul style="list-style-type: none"> • Good communication and negotiation skills: oral, written, and to audiences. • Well-developed influencing, facilitating and coaching skills. • Able to work on own initiative and autonomously as needed. • Excellent IT skills, including the full Microsoft Office Suite • Ability to inspire and motivate people to follow Health & Safety policies and procedures 	<ul style="list-style-type: none"> • Advanced Microsoft package skills
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Self-motivated • Flexible and adaptable in approach 	<ul style="list-style-type: none"> • Driven by a charitable mission

<ul style="list-style-type: none"> • Able to work as part of a team or on one's own • Able to plan and manage busy and competing workloads • Problem solver/Creative thinker • Strong communicator and negotiator • Attention to detail 	
<p>OTHER</p> <ul style="list-style-type: none"> • Willingness to work out of business hours on occasion • Committed to safeguarding and promoting the welfare of children, young people and adults at risk. • Committed to Health and safety • Committed to continued professional development • Full UK driving license with access to own car 	<ul style="list-style-type: none"> • Full covid vaccination

February 2022