



**Royal Devon
University Healthcare**
NHS Foundation Trust

JOB DETAILS

Job Title	Head of Health & Safety
Reports to	Chief People Officer
Band	8b
Department/Directorate	Health & Safety

JOB PURPOSE

The Head of Health & Safety will work across the Royal Devon University Healthcare NHS Foundation Trust managing the Health & Safety functions across both northern and eastern services.

The post holder is competent person under the terms of Regulation 7 of the Management of Health & Safety at Work Regulations 1999 and is responsible for ensuring organisational compliance with statutory duties. The post holder is the lead role in the organisation for all matters of health & safety, and associated underpinning legislative requirements. This includes the provision of direct health and safety advice to Board level.

KEY WORKING RELATIONSHIPS

Areas of Responsibility:

- Health & safety team (eastern services)
- Health & safety team (northern services)
- Fit testing team

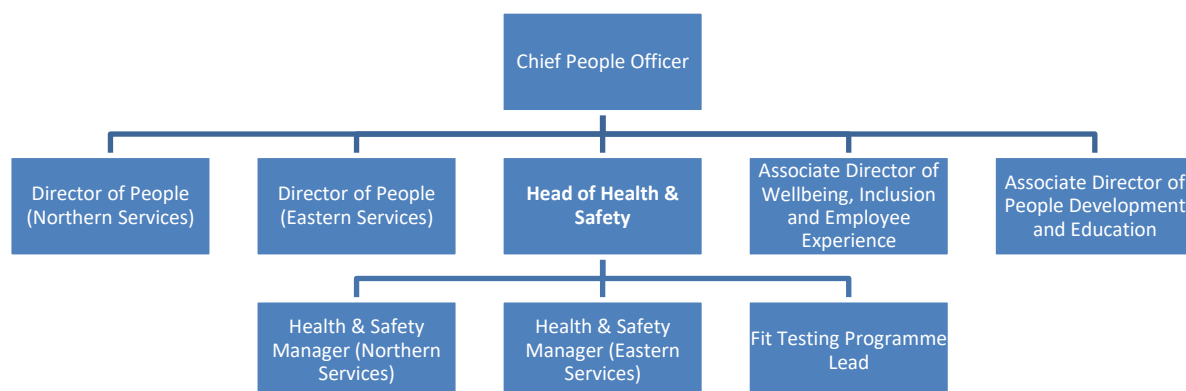
A team of staff report to this role including three direct reports with a number of professional reporting lines and members of the team below.

The post holder is required to deal effectively with staff of all levels throughout the Trust as well as the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none">• Chief People Officer• Director of Governance• Trust Risk Manager• Health & Safety Manager (eastern services)• Health & Safety Manager (northern services)• Health and safety representatives• Security personnel• Fire safety officers• Occupational health• Manual handling & MSK specialists• Safety and risk teams	<ul style="list-style-type: none">• External auditors• Health & Safety Executive (HSE)• Care & Quality Commission (CQC)• External Health & Safety leads in other Trusts (regionally and nationally)• Devon and Cornwall Police• Environment Agency• Crown Prosecution Service• Internal Audit

ORGANISATIONAL CHART



KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Lead and be accountable for the strategic development of health and safety to support the delivery of the Trust strategic vision, corporate objectives, statutory requirements and other key deliverables.
- Manage the Trust health & safety function and lead the Trust, and its employees, in promoting safety culture to ensure a safe and healthy working environment.
- Provide professional leadership and line management to members of staff within the health and safety and fit testing teams.
- Ensure that governance, health & safety meetings, reporting, inspections and investigations are in line with statutory and regulatory requirements, and appropriate to the various works contexts and locations of our Trust and their workers.
- Oversee the management of non-patient safety incident reporting, investigations and risk assessment processes; leading the development, implementation and ongoing monitoring of safe systems at work, ensuring lessons learnt are embedded and sustained across the Trust.
- Work with the health & safety teams and managers to implement practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices in the workplace. Support and develop a culture of continuous improvement in safe working in our teams.
- Ensure that all managers and staff have appropriate health and safety guidance, holding individuals and teams to account to ensure guidance is adhered to.
- Provide expert leadership to the senior leadership team, influencing strategic plans across the Trust to ensure integration of sound health and safety management within business decisions.
- Develop, review and implement health and safety policies and procedures, promoting a culture of health and safety awareness, ensuring best practice and compliance with legislation and other regulations.
- Oversee and monitor the investigation of all RIDDOR reportable incidents and ensure these are notified to HSE by the health & safety team and are compliant with RIDDOR reporting legislation.

- Ensure compliance with legislation as well as other statutory and regulatory requirements, including dealing civil or criminal legal proceedings in relation to health & safety.

FREEDOM TO ACT

- Act as an autonomous decision maker for health and safety issues, taking action as required in relation to the safety of the public, patients, staff and others where an imminent safety concern exists.
- Lead the development and delivery of health and safety objectives, frameworks and business improvement initiatives to meet the requirements of the Board Assurance Framework and corporate objectives.
- Independent decision making and conviction will be required to balance opposing guidance or expert opinions from external & internal stakeholders, in order to ensure the Trust operations are compliant. Additionally, judgement will be required in situations where full facts are not available and the consequence of decision making is significant; including investment, resource allocation, and management of risks.

COMMUNICATION/RELATIONSHIP SKILLS

- Engage the workforce in the promotion and achievement of safe and healthy working conditions, and establishing effective 'upward' communication.
- Lead and establish effective 'downward' communication and management structures to ensure Board of Director mandates are effectively discharged within functions across the Trust.
- Deliver presentations to internal and external stakeholders, influencing objectives or performance to ensure the highest health and safety standards are met.
- Provide expert advice across the Trust on elements of risk assessment that relate to health and safety of staff and service users; leadership and influence is required to inform and regulate Departmental, Divisional, and Corporate Risk Registers.
- Work collaboratively with key stakeholders, both within the Trust and the Devon ICB, to influence decision making, particularly in educating, and in achieving health and safety requirements.
- Work in partnership with safety representatives and ensure the best use of their expertise and capacity to support staff safety
- Ensure the Trust remains compliant with existing and new health & safety legislation and continuously improves health and safety, requiring dynamic leadership and confidence, on occasion including overruling decision making in the interest of safety.
- Develop, maintain and foster close working relationships with the Health and Safety Executive (HSE), Police, Crown Prosecution Service, Environment Agency and other external agencies, providing evidence and information to external agencies as required.
- Champion the Trust behaviours to promote and embed a culture of ownership that ensures health and safety is "everyone's business".
- Utilise expert communication to convey complex matters that require sound articulation within an antagonistic atmosphere and under pressure. Strong interpersonal skills will be required to ensure the integrity and positive representation of the Trust in order to effectively;
 - Represent the Trust in attending Criminal Court in order to provide evidence in relation to any health and safety prosecutions against the organisation, as well as providing evidence against individuals who have assaulted staff.

- Provide evidence at Civil Court in personal injury claims against the Trust or to support members of staff in both Civil and Criminal cases.
- Lead on negotiations and influence the effective interaction with key stakeholders including enforcement agencies. For example influencing the HSE when providing evidence of the Trust health and safety compliance.
- Develop and maintain internal relationships and professional links with others responsible for specialist areas of Health and Safety related activity to ensure the effective exchange of ideas, information and learning. For example, Occupational Health, Risk Management, Infection Prevention and Control, Moving and Handling, Violence and Aggression, Estates Compliance Management, Fire Safety and Training & Development.
- Oversee the health & safety team, to provide specialist advice to staff at all levels across the Trust on all aspects of health and safety to ensure that the Trust complies with legislation and best practice.
- Contribute to the delivery of learning and continuous improvements arising from analysis of emerging themes from incidents, claims and risk assessments.

ANALYTICAL/JUDGEMENTAL SKILLS

- Analyse reports on health and safety matters, identifying when key deliverables have not been achieved and implementing remedial action, escalating lack of action or closure of issues through governance channels.
- Evaluate a wide range of highly complex performance data and interpret this through their professional knowledge in order to make sound judgement decisions, and report or escalate accordingly.
- Prioritise and escalate risks and issues based on risk of harm to workers and patients and potential exposure.
- Lead a work programme, to systematically recognise, report, analyse, evaluate and minimise health and safety risks throughout the organisation. The post holder will monitor progress and autonomously manage any intervention required to ensure successful delivery of the work programme.
- Analyse data relating to serious incident investigations in order to identify root causes. These will often be multi-faceted and complex in nature.

PLANNING/ORGANISATIONAL SKILLS

- Produce a strategic plan for the future of health and safety, including long-term strategic development in accordance with the Trust objectives and medium-term tactical planning in relation to health & safety in line with the requirements of legislation.
- Ensure that the management of health & safety is integrated into the Trust operational management structure. Provide expert advice, guidance and information to raise awareness and to promote the development of a safety culture at all levels within the organisation, ensuring that any strategies in place support the organisations aims and objectives.
- Engage at executive director and senior management level on operational and functional developments to ensure any implications are identified and fully considered.
- Seek to improve operational effectiveness of work within the health & safety team and other related functions overseeing improvement projects, systemisation and reporting to maximise capacity and effectiveness of health & safety work in the team, managers and our workers.

- Maintain professional awareness of developments in relevant legislation, codes of practice and other regulations and ensure their implications for the Trust are incorporated into the planning process and current policies and procedures, where necessary.

PATIENT/CLIENT CARE

- Occasional contact with patients, relatives and/or members of the public will occur following any non-clinical health & safety incident for example injury or death.

POLICY/SERVICE DEVELOPMENT

- Ensure health and safety risks are effectively governed, providing assurance to the Trust regarding compliance with its health & safety statutory duties.
- Act as an advocate for the Trust, internally and externally, promoting a positive culture for risk management and health & safety for patients, staff and external contractors.
- Monitor the effective implementation of the Trust Risk Management Strategy and related plans, policies and procedures, ensuring integration of risk management at all levels and championing a positive, safety culture across the Trust.
- Implement, monitor and review the Trust Health and Safety Policy and any associated policies and guidelines.
- Commission audits and reports on management performance to provide assurance of compliance with health and safety legislation, including the Health and Safety at Work Act and relevant subordinate legislation.
- Lead the effective design, development and delivery of the Trust health and safety change management/improvement plans, including system, process and cultural change.
- Co-ordinate an annual health and safety report and programme of audits / inspections, ensuring robust local improvement action plans to inform the Trust health and safety improvement priorities.
- Facilitate external investigations or inspections by HSE, Local Government Bodies and other relevant bodies, ensuring collaboration and transparency.
- Ensure compliance with statutory regulation, informed by and working with the HSE and other relevant professional bodies.
- Lead the health & safety team and support operational and corporate teams to have robust systems of escalation for health and safety and associated risks, advising the Chief People Officer and other Trust managers on perceived health and safety concerns, and appropriate management action.
- Co-ordinate training needs analysis (TNA) for health and safety (including health and safety management), ensuring effective health and safety training and education plans are in place.
- Lead and be responsible for the provision of health and safety training to Trust staff. This includes ensuring training is of a high quality with adequate resourcing in place to deliver the training programme.
- Be responsible for the delivery of training and development sessions for members of the senior leadership team, drawing upon significant experience and expertise to orientate, train, and develop key Trust strategic decision makers.
- Provide health and safety reports for presentation to the Trust Health and Safety Committee and other governance groups as required.

- Support operational managers with local and functional health and safety meetings, ensuring a consistent approach across the organisation.
- Develop, maintain and evaluate an inventory system for the effective reporting, implementation and monitoring of hazard notices/safety alerts.
- Provide assurance to the Devon Integrated Care Board (ICB) on robust health and safety governance processes and on-going maturity as required.
- Oversee serious accident investigations and ensure that lessons learnt are addressed in action plans and priorities for improvement, including strategic development and change for Trust policies.
- Be involved in the claims management process for Personal Injury Claims.

FINANCIAL/PHYSICAL RESOURCES

- Budget holder responsible for the health and safety team budgets in the Trust, ensuring financial balance and providing regular reports on financial activity.
- Contribute to the development and implementation of cost improvement programmes.

HUMAN RESOURCES

- Provide strong leadership and direct line management to health & safety managers and staff within health & safety team, undertaking appraisals, managing attendance at work, performance, disciplinary and grievance matters, overseeing compliance with mandatory training as well as any recruitment/selection processes as required.
- Provide inspirational leadership, empowering team members and provide team development and progression.
- Encourage a learning culture to ensure continuous improvement, so that individual departments and care groups within the Trust learn from pro-active processes, such as risk assessment, and also learn from incidents, complaints, claims, enforcement action and prosecutions.
- Lead and coordinate the health & safety teams as one coordinated unit. Be responsible for work allocation, and accountable for the team performance targets including work plan objectives.
- Ensure the health & safety managers are professionally registered and are compliant with continuing professional development requirements for their role.

INFORMATION RESOURCES

- Develop, monitor and mature health and safety dashboards, in partnership with teams across the Trust.
- Ensure health & safety data is validated and that trends inform organisational learning and improvement.
- Expertly analyse data and information from more than one source to collectively draw out themes and trends.
- Develop statistical reports using emerging technologies, to the benefit of the health and safety function and wider Trust in analysing and evaluating intelligence.

RESEARCH AND DEVELOPMENT

- Oversee the annual health and safety audit / inspection programme to inform the health and safety improvement plans and monitor its implementation.
- Participate in improvement, innovation, research and development.

- Champion opportunities as a result of learning from health and safety incidents and issues.

PHYSICAL SKILLS

- Possess standard keyboard skills.
- Be proficient in the use of Microsoft Office (PowerPoint, Word, Excel, Outlook & Teams).
- Occasional requirement to travel to other sites as required.

PHYSICAL EFFORT

- Occasional work in areas with hazards i.e. working at height, in confined spaces, excessive temperatures, unpleasant smells/odours, dangerous chemicals/substances etc... during health and safety inspections.
- Occasional exposure to unpleasant physical conditions when attending investigation scenes of accident or injury.
- Occasional lifting of lightweight equipment e.g. training material/equipment.
- Frequent repetitive movements when using a keyboard and mouse.
- Frequently seated at work station/computer & desk.

MENTAL EFFORT

- Sustain periods of intensive mental and emotional effort and concentration in order to achieve the objective or need of the Trust. For example to;
 - Provide evidence in Magistrate/County Courts in relation to criminal law breaches and civil law claims against the Trust
 - Advise committees/groups, chairing meetings, representing Trust on National groups
 - Perform detailed analysis of data and information
 - Present incident data to committees, multidisciplinary groups

EMOTIONAL EFFORT

- Occasionally respond to serious accidents in the workplace or process news of highly distressing events for example dealing with difficult situations & circumstances following serious incidents e.g. fatality to staff/contractor/unexpected patient injury/death.
- Occasionally provide support to staff in undertaking challenging health and safety aspects of work and support staff who have suffered injury/illness.
- Frequently relay unwelcome news to staff following accident investigation, feedback or risk assessment outcomes where conflicting opinions have been identified
- Frequently act as the lead individual for communicating with staff and managers when dealing with extremely sensitive and contentious information and issues pertaining to their health and safety, or breaches of their safety. This includes attending forums/groups where information is likely to be highly emotive, and/or with significant barriers to acceptance/hostility; for example, presenting investigation outputs and recommendations requiring change of policy and/or established practice which may be critical of management or staff practices in contributing to staff injury/incident.

WORKING CONDITIONS

- Mainly office based with visits to various hospital locations and regional and national events as required.

- Occasional work in areas with hazards i.e. working at height, in confined spaces, excessive temperatures, unpleasant smells/odours, dangerous chemicals/substances etc... during health and safety inspections.
- Occasional working of irregular hours when key projects and / or incidents occur

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trust Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Head of Health and Safety
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Educated to Masters level in a relevant subject or equivalent level of experience within a Health & Safety environment. Chartered NEBOSH or IOSH professional (CMIOSH) Leadership/Management/supervision qualification or equivalent experience Evidence of continuous professional development Teaching/Training qualification	E E E E	D
KNOWLEDGE/SKILLS High standard of report writing skills Prioritisation and organisational skills Understanding of the complexity of service delivery in a large organisation Good understanding of developments within the NHS including, Commissioning standards, Health & Care Standards, Risk, Health & Safety, Links, Equality & Diversity agenda. Demonstrate evidence of inspirational leadership skills and ability to motivate a team Practical problem solving ability Change management skills Specialist knowledge across the range of health and safety work procedures and practices underpinned by theoretical knowledge or relevant practical experience. Undertaking investigations of a complex nature Experienced in line management for a single function or department Proficient in Microsoft Office applications (Word, Excel, Access, PowerPoint, Outlook & Teams) Persuasive and influencing skills Ability to manage conflict Good presentation skills Ability to make sound judgements involving highly complex facts or situations, which require the analysis, interpretation and comparison of a range of options.	E E E E E E E E E E E E E	D
EXPERIENCE Previous management experience Experienced in analysing data and information collectively to draw out themes and trends Experienced in providing general non-clinical advice, information, guidance to a broad spectrum of workers, managers and employees Experienced in producing a range of policy implementation and policy or Demonstrable experience in service development and improvement for a H&S team for a department Experienced in undertaking investigations, surveys or audits Experienced in presenting complex, sensitive or contentious information to a large group of staff or members of the public Excellent communication skills with a variety of levels of staff and patients.	E E E E E E	D

Experience of effectively working within H&S governance and working with Safety Representatives	E	
PERSONAL ATTRIBUTES Effective collaborative style and a team player Self-motivated Evident commitment to developing culture of openness and partnership working Commitment to improving quality of employee experience and so patient care Evidence of self-awareness Creative thinker Real personal values of integrity, objectivity and fairness Able to learn from experience and adapt to changes and new challenges Must be able to work independently, and as part of a team. Must be committed to the promotion and improvement of quality. Able to challenge conventions Open non-judgemental attitude and able to positively work with a wide range of multi-professional staff groups. Passion for creating an inclusive and safe environment for all workers	E E E E E E E E E E E E	
OTHER REQUIREMENTS Ability to travel to other sites as required The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y	X			
Contact with patients	Y				
Exposure Prone Procedures	Y	X			
Blood/body fluids	Y	X			
Laboratory specimens	Y	X			
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y	X			
Respiratory sensitisers (e.g isocyanates)	Y	X			
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y	X			
Animals	N				
Cytotoxic drugs	Y	X			
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y	X			
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y	X			
Noise (over 80dBA)	Y	X			
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	Y		X		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		X		
Mental Effort	Y				X
Emotional Effort	Y		X		
Working in isolation	Y	X			
Challenging behaviour	Y	X			