

HEALTH & SAFETY ADVISOR

Job Description

Job Purpose:

The post holder will lead on Health & Safety related advice and support in line with current regulations, legislation, strategic objectives. Monitor and report on accidents and incidents. Lead on gathering information on potential insurance claims and communicating with insurance providers/ brokers. Priorities and target plans directly to Directorate Managers, Heads of Departments and staff within the Directorates allocated. They will provide support and motivation on H&S issues to all staff across all AT sites.

The post holder will be responsible for specific tasks, such as property audits and monthly site inspections. The post holder will take responsibility for devising, programming, revising and monitoring the effectiveness of their own Health & Safety related training programmes.

The post holder will be required to gain an excellent knowledge of all Autism Together (AT) Health & Safety policies and will take the lead on advising all staff in relation to their effective implementation.

Responsible to:

The Director of Estates & Facilities and ultimately the CEO

Relationships:

- To work closely with Heads of Departments, the Estates and Facilities Department and Day Service Managers in improving Health and Safety within the organisation.
- To establish good working relationships with visiting external agencies such as Environmental Health Officers, Fire Officers, CQC, contractors or any other party.
- To establish and maintain good working relationships with all staff.

Location:

Based at the Head office in Bromborough. The role will also necessitate travel between all current and future AT sites and also travel to external meetings.

Physical Conditions:

The work can be physically demanding and can be based either indoors or outdoors

Core tasks:

- To advise on all aspects of health, safety and wellbeing issues as they pertain to all Autism Together operations, including infection control, COSHH, manual handling, food hygiene and violence and abusive behaviour.
- To encourage and implement the continual development and improvement of a pro-active health and safety culture.
- Develop, promote, monitor and review health and safety policies, procedures and safe systems of work beyond basic legal requirements, and ensure implementation consistently across AT.
- To continue to add to the development and delivery of an ongoing audit and inspection programme to ensure ongoing compliance with internal, statutory and professional requirements and evaluate effectiveness covering all areas of AT, including follow up action plan delivery.
- To review, investigate and report on accidents, incidents and near misses ensuring full compliance with RIDDOR reporting requirements and liaise with insurers about potential areas that claims could be made.
- Complete accident investigation on sites when required, record, and liaise with any external investigating agencies as required.
- Ensure routine health and safety activities and checks are carried out, e.g. the review of risk assessments, carry out fire inspections and drills and ensure these are carried out at all premises.
- To attend relevant meetings with managers and staff to ensure relationship building and promote teamwork.
- To keep updated of changes to health and safety legislation and ensure Managers and staff are aware of any implications of current and emerging health, safety and welfare legislation, including evaluation options, making recommendations and generating action plans to ensure compliance across the organisation.
- Provide information, advice, support and practical assistance to managers and staff on health and safety matters in relation to the workplace, provision of housing and other services
- Consult employees on health and safety issues, support, and develop the role of the Health & Safety Committee, including attending meetings as the Chair of this Committee.
- Liaise with enforcement agencies, staff, customers/representative groups to develop good working relationships, and influence activities in respect of health and safety as appropriate.
- The carrying out of construction and refurbishment site visits for purposes of safety inspections and the preparation of subsequent reports, including meetings and compliance prior to commencement of works
- To supply timely and accurate management information as required.

- Provide a formal review of Health & Safety and report to the HoD's and Exec team when required.
- Maintain an appropriate system of centralised records and technical library.
- Manage the collection, storage and analysis of accident and other health and safety data and to produce management information to identify trends and recommend action.
- To assist in the development of and delivery of training courses and toolbox talks
- To ensure the completion and regular review of risk assessments for all work equipment and operations.
- To contribute to the budget management of the function.
- Undertake any other duties/responsibilities in conjunction with the role.

Equal Opportunities:

Autism Together is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

Data Protection/GDPR

We are all expected to be aware of the Data Protection Act/GDPR and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

Information Assets and Cybersecurity

As part of your role you will be responsible as an Information Asset Owner in supporting the organisation with cyber security and in its protection of its information assets.

Other:

1. To represent Autism Together externally, at relevant meetings, and liaise with other agencies or colleagues.
2. To assist the Learning Culture team with advice pertaining to Health & Safety training when required.
3. To play a part in promoting the aims and objectives of the organisation, so as to increase public awareness and gain support for its work.
4. Where appropriate, to undertake training conducive to personal development.
5. To support any initiatives (organisation-wide or within the Directorate) that promotes good autism awareness practice and person-centred support.
6. To undertake, following prior consultation, other duties, this may, from time to time, be specified by the Director of Estates & Facilities.
7. All staff are required to represent and promote AT in a professional and responsible manner at all times.

This is intended as a guide to the main responsibilities of the post and is not an exhaustive list of duties. This job description is subject to amendment following consultation with the post holder.

The post holder will be required to undertake other duties and responsibilities of a similar grade and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the Estates & Facilities Department.

September 2024

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Person specification

	Essential Skills	Desirable Skills
Qualifications	<ul style="list-style-type: none"> • Hold or be working towards a specific level 3 Health and Safety qualification such as the NEBOSH certificate. • Full driving licence and have access to a car. 	<ul style="list-style-type: none"> • COSHH training • Certificate in fire safety • Asbestos management qualification. • Legionella management qualification.
Experience	<ul style="list-style-type: none"> • Relevant experience in a health and safety role. • Experience of handling of Health and Safety investigations. • Use of IT systems including excel. 	<ul style="list-style-type: none"> • Relevant experience in a Health and Safety role working in a care industry. • Experience of delivering training. • Experience of liaising with • Experience of formulating, implementing and revising H&S policies and procedures. • Experience of preparing reports of a high standard and reporting to an executive management team.
Skills and attitude	<ul style="list-style-type: none"> • Excellent level of communication, both written and oral. • Confident • Professional approach • Excellent planning, organisational and time management skills. • Ability to work alone on own initiative. • Ability to work cooperatively with others to complete tasks and implement improvements. • Flexible and cooperative at all times. • Good timekeeping and attendance record. 	<ul style="list-style-type: none"> • Ability to gather, analyse and report on H&S data and statistics • Attention to detail.

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Summary of Terms and Conditions

37½ Hours per week

- This is a permanent, full-time position.
- The salary will be paid on the AT salary scale CO20 currently £36,577 per annum.
- The post is subject to successful completion of a 6-month probationary period
- Hours are 37.5 per week. Primarily worked between Monday and Friday, 9 am to 5 pm (including ½ hour unpaid lunch break) you will be required to work some evenings and weekends as necessary. Attendance at meetings, courses etc. out of normal hours may be required.
- Leave is 5 weeks per year plus 8 days' statutory bank holidays. One additional days holiday is awarded following completion of 5 years' service and two additional days on completion of 10 years' service (pro rata)
- Company Sick pay scheme, rising to 8 weeks full and 8 weeks half pay
- Attendance incentive scheme
- Access to a defined contribution pension scheme (NEST) with a contribution from the organisation
- Tax-free cycle to work scheme. Eligibility to apply once probation period has been completed
- Comprehensive training programme and access to further qualifications
- Employee assistance programme
- Annual leave buy back scheme

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