



Health & Safety Advisor

Job Description and Person
Specification

The Wrekin
Housing Group

THE WREKIN HOUSING GROUP

HEALTH AND SAFETY ADVISOR

This is a broad outline of what is expected of the post holder.

RESPONSIBLE TO: HEALTH AND SAFETY PARTNER

RESPONSIBLE FOR: N/A

KEY OBJECTIVES:

- To provide organisational support in the delivery of an effective health and safety function, ensuring a strong health and safety culture is embedded throughout the business.
- To assist the Group in meeting its health and safety responsibilities through the provision of specialist advice, support and training.
- To act as a focal point for health and safety enquiries from Managers, Employees and Trade Unions.
- To keep abreast of changing requirements within relevant legislation and regulation relating to health and safety and work with colleagues care to make any required changes to policy, procedure or operational practices.

KEY RESPONSIBILITIES:

- To be involved in establishing an effective corporate health and safety culture and to develop best practice, in liaison with Directors, Managers, Staff and their trade union representatives.
- To support and motivate all teams, communicating and demonstrating best practice within health and safety issues and practices, ensuring a motivated and committed workforce.
- To provide guidance and advice to employees and managers on the implementation of health and safety, standards and practice.
- To assist in the monitoring of the Group's corporate health and safety action plan through audits, risk assessments and inspections in line with health and safety performance targets.
- To give relevant advice into all general risk assessment programmes within the Group and where necessary review existing risk assessments.
- To advise managers on the health and safety requirements for care and support services and to have in depth knowledge and experience of care related legislation and regulation in relation to health and safety.
- Lead on the investigation of accidents and dangerous occurrences within the care and support service area, ensuring the Group complies with the notification procedures to the Health and Safety Executive, CQC and other relevant bodies and maintains relevant records as required.

- Collect data in relation to Health and Safety compliance for the care and support service area
- To produce verbal and written health and safety reports for management and Committees as and when required.
- To help with the identification of health and safety training needs of employees and the subsequent design, delivering and evaluation of a regular programme of health and safety training, including the health and safety induction course for all employees, and also to participate in other safety and Group training programs as required. To be able to design compliant training in line with care regulatory or legislative requirements.
- To advise where appropriate, on health and safety considerations for, and safety specifications of, safety equipment and items of work.
- To carry out and review the COSHH assessments and management of hazardous substances used by employees, including investigation of suitable alternatives where appropriate and circulation of information.
- To attend health and safety and other meetings of the Group in order to give the relevant health and safety input applicable to the agenda.
- To undertake training and professional development as appropriate.
- To audit and advise the care and support service area in relation to health and safety compliance and report back on findings and improvements.
- Liaise with and implement occupational health recommendations for any staff in the care and support service area considering COVID-19 risk assessments.
- Monitor and replenish first aid supplies around the business.

GENERAL RESPONSIBILITIES:

- To assist the Group in striving to meet its mission and to help foster a culture of continuous improvement;
- To comply with the Groups Standing Orders, standards of probity relating to the Groups charitable status and Housing Regulation.
- To uphold, as an individual employee, the Group's Corporate Policies, in particular in the areas of:
 - Health and Safety
 - Diversity and Single Equalities Scheme
- To take responsibility for personal development, sharing knowledge and skills.
- To work independently as well as within a team environment.
- To strive towards the delivery of excellent tenant and customer service, offering commitment, interest and enthusiasm in serving customers and resolving issues.

PERSON SPECIFICATION

HEALTH AND SAFETY ADVISOR

QUALIFICATIONS:

- A formal qualification in health and safety, NEBOSH Certificate (General)
- Specific relevant health and safety qualifications or general workplace Health and Safety.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Previous relevant health and safety experience within the care and support sector is desirable
- Knowledge of working within care and support legislative and CQC regulatory is desirable
- Experience in investigating accidents related to service user incidents is desirable

OTHER REQUIREMENTS:

- Current Driving Licence
- Able to work flexible hours when necessary, including evenings and weekends
- Be either IOSH accredited or working towards it

EMPLOYEE COMPETENCIES:

- Adheres to and promotes the Group's business values. Deals with customers and colleagues with commitment, integrity and respect.
- Recognises and respects the individual value of all employees. Adopts an open, flexible and receptive approach to working with others.
- Produces accurate and high-quality work. Uses initiative and consults with manager where required.
- Articulates opinions and information confidently and clearly. Actively listens to the communications of others.
- Supports and shares information with team colleagues, actively participating in decision-making and problem solving to improve services.
- Assists in identifying problems, offering appropriate ideas to resolve them.
- Plans individual work tasks to meet deadlines. Keeps manager and other involved parties informed of progress.
- Demonstrates judgement and the ability to contribute to decision-making at a local level. Seeks advice and information when appropriate.

- Is aware of main company objectives, demonstrating flexibility in task management and priorities as required. Contributes ideas to facilitate change and improve services.
- Excellent written and oral communication skills to explain processes to a range of people and give presentations to groups.
- Negotiating skills to work with management and ensure that the need for safety systems is recognised even at a detriment to speed in the organisation.
- Patience and diplomacy relating to the profession requiring a collaborative approach.
- The ability to understand and analyse complex information and present it simply and accurately.
- An interest in the law and the ability to understand and interpret regulations.