

Job Description

| | | | |
|---------------------|-----------------------------------|------------------------|--------------------|
| Job title | Health & Safety Manager | Job family | Legal & Compliance |
| Reporting to | General Counsel/Company Secretary | Job code | |
| Location | National/Remote | Evaluation Date | |

Job Purpose

Provide a professional health and safety service to all areas of the organisation, to ensure full compliance with health and safety legislation and company policy.

Lead a team to provide health and safety support and guidance to Priory services through a suitable programme of onsite auditing and inspections and remote support in order to enable a culture of safe working practices and engagement across the company.

Report to the business through designated forums on the safety performance of Priory as required.

Responsibilities

- Line management of a small team of Regional Health & Safety Advisors
- Engage with individuals and services to foster a culture of continuous improvement in safety performance
- Oversee safety communication across the company and ensure policies and procedures are updated and in line with health and safety legislation and guidance
- Provide professional safety advice and guidance to all functions
- Lead on the management of any interactions by external regulators including Fire Authority, Environmental Health and Health and Safety Executive, supporting individuals and services and reporting to the business as necessary
- Oversee and maintain a database of all RIDDOR reportable incidents, completing investigations when requested
- Work proactively with company functions including Estates and Quality Teams
- Manage a programme of Fire Risk Assessment across the company including engagement with external providers
- Lead on the completion of annual CHAS certification for the company
- Attend and contribute to organisational meetings and forums on all health and safety matters, taking a lead where required
- Lead the Health and Safety Team on the development and delivery of health and safety training in person or remotely, as required and contribute to the overall Priory Learning and Development function on health and safety matters.

Knowledge / Education / Skills

- NEBOSH Diploma in Occupational Health and Safety or equivalent is essential
- Fire Safety knowledge, relevant experience or qualification is essential
- Management and coaching qualification or demonstrable experience required
- Ability to communicate and engage with colleagues at all levels
- Able to work in a fast paced environment on occasions
- Car driver essential and willingness to travel (allowance and expenses paid)

Experience

- Health and Social Care experience preferable, but not essential
- Already working in a similar role would be a distinct advantage but must have previous experience of health and safety management in a multi site role
- Previous experience of direct dealings with external regulators such as Fire Service, Environmental Health and HSE

Communication

- High standard of written and verbal communication required along with the ability to collate and maintain data information.

Responsibility

Information

- Shared responsibility for the confidentiality, security and accuracy of personal records, data and information. Ensuring good quality documentation, which meets the Regulatory guidelines and statutory requirements.

Safeguarding

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who they should contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Working Environment

The role is remote, with national coverage. Travel is likely to be required nationally to sites and regional offices with prior notice and with regular overnight stays. The complexity and nature of the situations faced within the business may, at times, be outside the 'norms' of some health and safety roles and some individuals may find them emotionally challenging. It is therefore important that the postholder continually develop their knowledge of the operating environment to help them understand the wider context.

Upholding the Company Behaviours

This provides some guidance on the types of conduct to support the Company Behaviours

| Behaviour | Evidence |
|-------------------------|--|
| Putting People First | <ul style="list-style-type: none"> • Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families • Actively seeks to develop the potential of every service user and staff member |
| Being Supportive | <ul style="list-style-type: none"> • Celebrates success and supports colleagues through difficult times • Demonstrates loyalty to colleagues, manager and team |
| Acting with Integrity | <ul style="list-style-type: none"> • Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours |
| Being Positive | <ul style="list-style-type: none"> • Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging |
| Striving for Excellence | <ul style="list-style-type: none"> • Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector |