



## **JOB DESCRIPTION**

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|---------------------------|---------------------------|
| <b>Job Title</b>          | Health and Safety Officer |
| <b>Reports to</b>         | Facilities Manager        |
| <b>Salary spine point</b> | 32-35                     |

### **Job Role**

As Health and Safety Officer you would be responsible for ensuring the health, safety, and well-being of employees in the workplace across Cornwall Hospice Care, in compliance with regulations and company policies. The role involves conducting risk assessments, monitoring working conditions, and providing guidance on safety practices.

You will be expected to lead in the development and implementation of all clinical and non-clinical risk management across Cornwall Hospice Care sites and activities.

This role is based at our Mount Edgcombe Hospice, St Austell site, however frequent travel to St Julia's Hospice, Hayle, and our donation centres and retail shops will be necessary.

### **Organisational responsibilities**

**Values:** Our values underpin our purpose, and all employees are expected to ensure their behaviour and conduct is, always, in accordance with the values. Working together with a common goal and objective ensures we can continue to deliver the high-quality care our patients and their families have come to expect of us.

**Policies and procedures:** It is the responsibility of employees to ensure they are aware of and comply with the policies and procedures relevant to their job and employment. All employees must be familiar with and operate in accordance with confidentiality and safeguarding policies, at all times during their employment.

**Health, Safety and Wellbeing:** All employees are expected to conduct their work in a safe manner and with consideration to how others may be affected by their work activities. All activities must be in accordance with the Health & Safety Policy and guidelines.

**Ambassador:** We are all ambassadors for Cornwall Hospice Care and must ensure that whenever possible, we positively promote our purpose and values to the wider public.

### **Job specific duties and responsibilities**

- Work with the Facilities Manager to review and develop the role of the Health and Safety Officer.
- Plan and implement audits to assess compliance with health and safety and environmental issues.
- Recruit and monitor training of First Aiders and check first aid boxes regularly to ensure contents are complete and current.
- Liaise with staff to consult and inform them about health and safety and risk management matters. This will include attending meetings.
- Provide tailored fire safety training for fire marshals, nursing staff and kitchen staff, and provide training for managers to enable them to adequately brief new staff on the fire procedures, as part of their mandatory training.
- Monitor and review risk management policies, procedures and guidelines on a regular basis to assist the organisation to comply with statutory and local obligations.
- Responsible for fire safety measures including updating fire procedures, assisting with the annual fire risk assessment, and auditing the regular fire safety checks being undertaken by the Maintenance Department.
- Ensure a robust risk assessment program for both clinical and non-clinical areas, including developing and maintaining a risk register.
- Ensure compliance with COSHH to control the use of substances hazardous to health, including undertaking and updating relevant risk assessments and product information, and ensuring staff using hazardous substances have undertaken relevant training.
- Support and advise senior managers on the creation and implementation of risk control action plans in their areas.
- Risk Assessments:
  - Conduct regular risk assessments to identify hazards in the workplace.
  - Develop and implement strategies to minimize or eliminate risks.
- Health and Safety Inspections:
  - Inspect work areas regularly to ensure compliance with safety regulations.
  - Ensure all safety equipment is in good working order.
- Reporting and Documentation:
  - Maintain detailed records of safety inspections, incident reports, and health and safety statistics.
  - Submit reports to management on health and safety performance.
- Embed with the facilities team to assist, and where necessary conduct Cornwall Hospice Care compliance checks and tasks
- Provide advice to help resolve safety related reactive maintenance.

## **General**

### **Skills and Qualifications:**

- Bachelor's degree in occupational health and safety, Environmental Health, or a related field (preferred).
- Relevant certifications (e.g., NEBOSH, IOSH) may be required.
- Proven experience in health and safety management or a similar role.
- Strong knowledge of safety regulations and best practices.
- Excellent communication and training skills.
- Ability to analyse and solve safety-related problems.
- Proficient in using safety management software and tools.

### **Personal Attributes:**

- Passionate about supporting a charitable cause.
- Positive, friendly, and approachable demeanour.
- Organised and able to multitask across all Cornwall Hospice Care, departments, and environments.
- Strong problem-solving skills with the ability to remain calm under pressure.
- Detail-oriented and observant
- Proactive and self-motivated