**Job Description**

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| **Job Title:**  **Function:**  **Reports to:** | Health, Safety and Fire Advisor  Clinical Governance Team  Head of Health, Safety and Quality |
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**Who are you?**

You are either an early career health and safety professional with 2 to 3 years’ experience, ready to step into a more influential organisational role to learn before becoming a manager, or someone with a strong technical background seeking a better work life balance. Perhaps you have spent the last few years on the road auditing or inspecting 4 days a week and are now looking for a predominantly home based role, where your focus will be on coordination, advisory work and influencing change.

You must be confident in the fundamentals: incident investigation, influencing behavioural and procedural change, conducting risk assessments, and tracking safety metrics. You will need to be technically competent, able to field questions, offer clear advice, and challenge poor or outdated risk approaches in favour of sensible, evidence based solutions.

You will come from a similarly customer focused background, whether consultancy, healthcare, veterinary, or retail, and must have demonstrable UK experience. International only experience will not be sufficient for this role.

**The day to day**

* Remote incident investigation.
* Being the first point of contact for H&S / Fire Safety queries.
* Validating and challenging risk assessments.
* Uploading monitoring and closing remedial actions on our compliance software.
* Supporting large projects including implementation.
* Producing monthly reporting and enhancing analysis.
* Attending monthly Heads of Operations meeting to drive performance.
* Development of training shorts and PM induction modules.
* Administrative support to the Head of HSQ.

**The role**

The Health, Safety and Fire Advisor will support the Clinical Safety Team, and particularly the Head of Health, Safety & Quality, in effectively discharging corporate governance responsibilities. This role involves coordinating key projects, ensuring statutory compliance, leading training initiatives, and supporting regional operations in driving health and safety performance.

You will take a hands on approach to administration, managing safety metrics, supporting follow up on actions, and ensuring clear oversight of live issues.

This is a support and advisory role, and you will be the primary point of contact for H&S queries, incident investigation support, and routine administration.

**Key Accountabilities include:**

**Governance & Compliance**

Support the Head of Health, Safety & Quality in delivering corporate governance responsibilities related to health and safety.

Upload, organise, and audit statutory compliance documents (e.g., fire safety records, servicing records), to our compliance software ensuring accuracy, flagging expirations, and coordinating remedials and renewals with Practice Managers.

Track and report on internal health and safety check completion rates.

**Project & Meeting Coordination**

Take detailed minutes for projects, tracking actions, drafting follow-ups, and maintaining a virtual project log.

Attend online Regional Head of Operations meetings as the H&S representative, presenting key figures (e.g., incident rates, training compliance, audit outcomes) and addressing regional H&S concerns.

**Risk Management & Investigations**

Critically evaluate and challenge risk assessments from external providers, providing written feedback for approval by the Head of H&S and KAM meetings. Upload these RAs and associated remedials to our compliance software ensuring accuracy.

Lead investigations into all P2 (moderate severity) incidents, collaborating with local Safety & Quality (S&Q) specialists and Practice Managers, conducting root cause analyses, and producing reports with recommendations.

**Training & Awareness**

Lead the development and refinement of H&S training “shorts” (5-10 minute modules on COSHH, sharps safety, etc.).

Deliver virtual Project Manager (PM) induction sessions, updating content quarterly and monitoring engagement levels.

**Repository & Data Management**

Centrally manage and review the COSHH repository (e.g., dental chemicals, sterilants) and H&S policy repository, ensuring compliance, audit readiness, and monthly record updates.

Compile and analyse H&S data (e.g., incident frequency, incidents-to-claims ratio, training completion rates, compliance status) to produce comprehensive monthly reports for the Head of H&S and the leadership team, including visual dashboards.

**Operational Support & Continuous Improvement**

Act as the primary remote contact for health and safety queries from regional dental practices, resolving issues, documenting trends, and escalating complex cases as necessary.

Identify opportunities to streamline H&S processes, such as automating compliance tracking and enhancing training delivery, proposing solutions with Head of HSQ approval.

Maintain an organised digital filing system for all H&S documentation, ensuring rapid retrieval for audits and reviews.

**Skills and Experience** *(split by essential and desired)*

**Qualifications Essential:**

You will ideally have an Environmental Health degree or be working towards, or have completed, a NEBOSH Diploma. While professional memberships are welcomed, your practical experience and your ability to apply legislation effectively will matter more.

**Essential:**

* Strong understanding of UK health and safety legislation and compliance frameworks (Health and Safety at Work Act etc, COSHH, RIDDOR, CQC requirements).
* Experience in incident investigations, risk assessments, and data analysis.
* Excellent organisational skills, with experience maintaining centralised document repositories.
* Strong communication skills, with confidence in presenting data and reports to senior management.
* You will need strong IT and Excel skills, and be able to present data in a simple, concise and visually attractive way.

**Desired:**

* Previous experience in a health and safety role within a corporate or multi-site environment.
* Proven ability to manage projects, track actions, and drive accountability.
* Knowledge of dental or healthcare industry regulations.
* Experience delivering training in a virtual setting.
* Familiarity with audit and compliance tracking software.

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| **Date: 14/03/2025** |  | **Prepared by:** | Head of Health, Safety and Quality |