

SINGLE CORPORATE SERVICES

Quality Governance
Health and Safety

Job title:	Health and Safety Support Officer	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Specialist Advisor Moving & Handling / Back Care	
Accountable to:	Head of Health and Safety	
Pay Band:	4	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

Job purpose

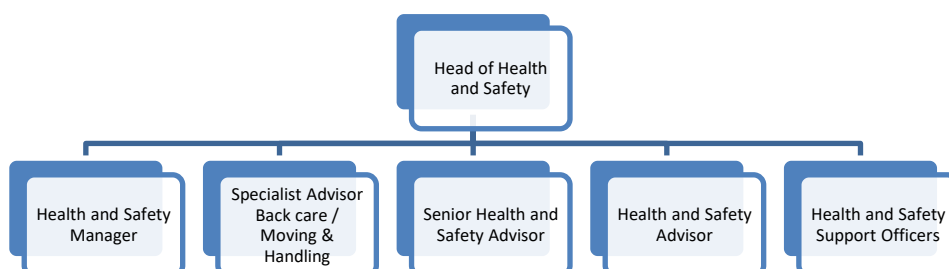
To ensure both Trusts meet their legal and regulatory obligations associated with health and safety management and to ensure that there are robust arrangements in place to continue to be well led organisations.

Job summary

The Health and Safety Support Officer supports the delivery of health and safety services across both Trusts by assisting with training, risk assessment, advice and health promotion activities. The post holder will contribute to the delivery of moving and handling training, support the assessment and management of workplace and patient handling risks, and provide guidance to staff to promote safe working practices and regulatory compliance.

Working under the guidance of senior colleagues, the post holder will also support ergonomic assessments, incident reviews, audits and initiatives that promote musculoskeletal health and a positive health and safety culture across the organisation.

Organisational Structure



Specific Core Functions

- Deliver health and safety training programmes, independently or with support of senior colleagues, in both classroom and workplace settings, with a particular focus on:
 - Patient Moving and Handling
 - Inanimate Load Handling.
- Support the evaluation and continuous improvement of training programmes, adapting content to meet learner needs and organisational priorities.
- Assist in the assessment and management of patient moving and handling risks, providing practical advice and escalating complex issues as required.
- Provide advice and guidance to managers and staff on moving and handling, ergonomic principles and display screen equipment (DSE) assessments, under the supervision of senior team members.
- Support health and safety incident reviews, workplace assessments, audits and investigations, contributing to recommendations that improve safety and reduce risk.
- Assist in the evaluation, maintenance and monitoring of moving and handling equipment, liaising with internal departments and external providers as required.
- Maintain accurate training, audit and activity records to support effective monitoring, reporting and service improvement.
- Support the delivery of health promotion campaigns, events and initiatives that encourage safe working practices, ergonomic wellbeing and a positive health and safety culture.
- Support healthcare staff, patients, service users and carers involved in training and assessment activities.
- Act as a positive role model, promoting compliance with health and safety legislation, Trust policies and best practice standards.
- Undertake other duties commensurate with the grade of the post, as required by the service and agreed with the line manager.

Key Responsibilities

Communication and Working Relationships

The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;

- a) Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
- b) providing and receiving complex or sensitive information,
- c) providing advice, instruction, or training to groups, where the subject matter is straightforward.

Analytical and Judgement

Judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

Planning and organising

Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

Physical Skills

The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

Provides general non-clinical advice, information, guidance or ancillary services directly to patients, clients, relatives or carers.

Policy and Service Development

The post holder is responsible for implementing policies within a team/department and proposes changes to working practices or procedures for own work area.

Financial Management

The post holder is responsible for maintaining stock control and/or security of stock.

Management/Leadership

The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

Information Resource

The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems.

Research and development

Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

The post holder is guided by standard operating procedures (SOPs), good practice, established precedents and understands what results or standards are to be achieved. Someone is generally available for reference and work may be checked on a sample/random basis.

Physical effort

A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

General awareness and sensory attention; normal care and attention; an occasional requirement for concentration where the work pattern is predictable with few competing demands for attention.

Emotional Effort

Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or



frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	<p>G.C.S.E grade 4 or above in English and Maths (or equivalent)</p> <p>Accredited training program (or equivalent experience)</p> <p>NVQ Level 4 (or equivalent experience)</p>	NVQ qualification in care	
Experience	<p>A minimum period of 2 years' experience in a clinical setting requiring use of knowledge relating to health and safety.</p> <p>Ability to confidently and competently deliver a training programme to a Trust wide audience at all levels.</p> <p>IT skills including Microsoft applications and Risk Management systems.</p> <p>Ability to undertake basic analysis of data and information sources.</p>	<p>Previous experience as a HCSW or physiotherapy technician</p> <p>Experience of working with patients in a healthcare setting</p> <p>Experience of Patient Moving & Handling care plans</p>	
Knowledge	<p>Knowledge required of the Health and Safety at Work Act and all associated relevant regulatory and legislation which support the development of the training programmes relating to Health and Safety.</p> <p>Knowledge</p>	<p>Understanding of the Manual Handling Operations Regulations and it's application</p> <p>Understanding of good ergonomic and back care principles within the workplace</p>	

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves.
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.

- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.