

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff met the demands of the Covid-19 pandemic, and we are working hard to reduce waiting lists for planned care.

As an organisation, we've made significant improvements for patients and staff. Our most recent full Care Quality Commission (CQC) inspection (in February 2020, found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change through our clinical strategy, "Caring for our local communities". Our priority is to be a community focused provider of consistently high-quality local and acute care. We are working with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce is reflective of the local communities we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity to join us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

Our vision is



To be exceptional. In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

Respect, Compassion and Inclusion

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



Being accountable
over staying
comfortable



Listening
over always
knowing best



**Succeeding
together**
over achieving alone

JOB DESCRIPTION

Post Title: HEALTH AND SAFETY ADVISOR

Department: Health and Safety

Responsible to: Health and Safety Manager

Grade:7

Hours: 37.5

Job Summary:

To assist the Health and Safety Manager in implementing a health and safety strategy that will ensure compliance with health and safety legislation.

To assist the clinical and non-clinical directorates in the management and control of health and safety risks, by providing technical and specialist health and safety advice for managers at all levels, staff, patients, and any visitors within any of the specified sites.

To develop and administer at the mandatory training programme for health and safety and related topics.

This role involves cross-site and community-based working.

Key Result Areas

1. To promote and support the implementation of the Trust's Health and Safety policies and procedures in the designated sites.
2. To assist in devising, promoting and supporting improvements in health and safety management strategies (policy formulation, organisational structures, planning, implementation of risk control measures, monitoring of performance in health and safety and audit and review).
3. To provide advice and guidance to the relevant health and safety committees/groups and assist in formulating and organising its plans as a key link in the health and safety management strategy of the Trust.
4. Provide specialist advice, reports and professional recommendations to managers at all levels on matters of health and safety, to enable the Trust to meet its statutory duties and reduce risks to staff, patients and others. Develop and produce written health and safety standards, systems of work, guidance and risk assessments, ensuring the information is kept up to date and reflects change in operational delivery and legislation. Produce general and specialist risk assessments (e.g. Control of Substances Hazardous to Health, Display Screen Equipment etc.) on own initiative and on request to enable the Trust to comply with statutory health and safety requirements..
5. To assist with the completion of complex risk assessments relating to individuals, equipment, the environment and tasks.
6. Lead on serious accident investigations including RIDDOR ensuring root causes are identified, that lessons are learnt and that appropriate measures are implemented in a timely manner.
7. Ensure all RIDDOR incidents are reported to the Health and Safety Executive timely as per legislation.

8. Investigate incidents relating to civil and criminal legal cases against the Trust and liaise with other key stakeholders within and external to the Trust (e.g. Legal Services Department, NHS Litigation Authority, appointed Solicitors and representing Barristers etc.)
9. To work collaboratively with the Estates and Facilities department on road safety, building and construction safety to ensure that appropriate standards are deployed and maintained.
10. Assist Project Managers to gain assurance that construction phase plans(CPP) and risk assessment/method statements(RAMs) are up to date and robust Provision of information and identifying trends from the incident reporting system to managers and health and safety committees/groups with advice and recommendations as necessary.
11. To perform audits, compliance monitoring, inspections and investigations to support managers To provide guidance, support and motivation to directorates that will enable them to undertake their specific duties and to enable them to implement their action plans.
12. Provide summary reports of the audits for the relevant management teams.
13. Assist to devise, develop and deliver core health and safety training programmes and other specialist health and safety training. Undertake research to identify potential causes of injury and illness on specific subjects and to assist with the future development of risk reduction measures.
14. Assist in designing, adapting and managing the Health and Safety pages of the Trust Intranet.
15. Support meetings that will have senior staff attending from across the Trust and chair meeting as required.
16. Support the effective functioning of the Health and Safety Committee meeting with trade union colleagues.
17. To create and analyse statistical reports for benchmarking, reports for a range of meetings.
18. Provide advice and support to the CQC Quality and Compliance lead in regard to assurance of national regulatory requirements that relate to Health and Safety.
19. To act as a 'Competent Person' for health and safety, liaising with the enforcement authority for health and safety- the Health & Safety Executive (HSE), Executive Directors and Directors to ensure the Trust remains compliant with health and safety legislation.
20. Network with other Risk / Health and Safety Professionals within the NHS and associated organisations and work towards Continuous Professional Development (CPD).
21. Deputise for the health and safety manager and carry out key responsibilities in their absence.

Financial

To ensure the application of the Health and Safety at Work etc. Act 1974 and other relevant legislation and standards to reduce business cost, civil and criminal liabilities within the Trust. To ensure effective and efficient use of resources within the health and safety team and across the trust i.e., recommending suitable but cost-effective equipment for staff members requiring reasonable adjustments within the workplace.

Partnerships - Communication and relationships

Internal

Heads of Nursing
 Director of Estates
 Clinical Directors
 Practice Development Nurses
 Head of Risk
 Departmental Safety Representatives

Infection Control Team
 Clinical Educators
 Head of Training
 Trust Local Security Management Specialist
 Staff of all levels and grades

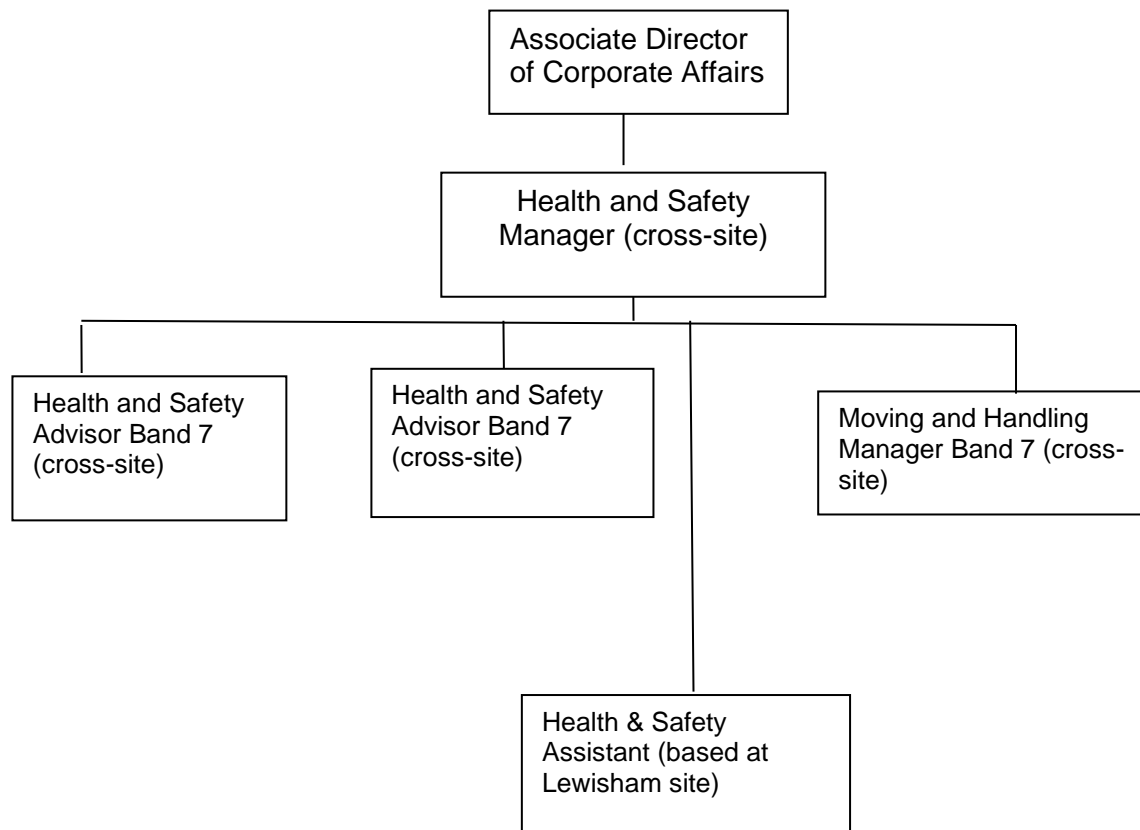
External

Trust PFI Partner Organisation (s)
 Health & Safety Executive
 Members of the public
 Police Force
 Local Fire Brigade
 NHS Litigation Authority
 Other NHS Trusts, including South London and Maudsley NHS Trust

General

Physical skills and effort	<p>Combination of sitting, standing and walking (and light physical effort):</p> <ul style="list-style-type: none"> Physically able to visit departments within the Trust and other locations as required. Able to gain access to height, awkward and confined spaces for the purpose of this post. <p>Standard keyboard skills:</p> <ul style="list-style-type: none"> Able to use a computer and printer to produce reports and to undertake presentations to groups of staff when required. <p>Sound working knowledge of computer packages including documents, spreadsheets, databases, and presentations</p>
Mental effort	<p>Frequent requirement for concentration:</p> <ul style="list-style-type: none"> Concentration required for checking documents, analysing statistics, and managing conflicting priorities. <p>Work pattern may be unpredictable: ability to be flexible with working arrangements as changes may be required at short notice</p>
Emotional effort	<p>Occasional exposure to emotional or distressing circumstances:</p> <p>Imparting unwelcome news to stakeholders on occasion: e.g.: where performance targets (such as individual objectives of a team member) may not have been met</p>

Structure Chart



General Information

Why Join Us?

Learning and development opportunities to enable you reach your potential

We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). We will support your personal development with access to appropriate training for your job and the support to succeed. We have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Feel supported by a positive culture

Our leadership team ensure they are accessible, you can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values.

Our people are our greatest asset. When we feel supported and happy at work, this positivity reaches those very people we are here for, the patients. Engaged employees perform at their best and our Equality, Diversity & Inclusion (EDI) initiatives contribute to cultivate a culture of engagement. We have four staff networks, a corporate EDI Team and a suite of programmes and events which aim to insert the 5 aspirations:

1. Improving representation at senior levels of staff with disabilities, from black, Asian, and ethnic minorities background, identify as LGBTQ+ and women, through improved recruitment and leadership development
2. Widening access (anchor institution) and employability
3. Improving the experience of staff with disability
4. Improving the EDI literacy and confidence of trust staff through training and development
5. Making equalities mainstream

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Staff Awards recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Access excellent benefits and enjoy your social life

At the start of your employment, you will join the NHS pension scheme – one of the most generous schemes in the UK. We will provide support and opportunities for you to maintain your health, well-being and safety. As a Trust employee, you will also be able to access well-being initiatives including Zumba and meditation classes, from on-site accommodation and employee travel. We offer you a good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives. Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>Masters or equivalent experience/knowledge.</p> <p>Relevant professional qualifications at Diploma level or above</p> <p>E.g.: NEBOSH Diploma Parts 1&2 in Occupational Health and Safety, or equivalent.</p> <p>Membership of a professional body (e.g.: IOSH/ BSC/ CIMOSH)</p>	Teaching/training qualification
Experience	<p>Substantial experience working in a healthcare setting with exposure to standard setting and use of a risk register.</p> <p>Substantial prior experience In a senior Health and Safety Advisory role in a large, complex organisation</p> <p>Experience in training/teaching in Health and Safety</p>	
Knowledge and Skills	<p>Ability to formulate, plan, develop, organise and implement a broad range of complex activities across the Trust, including adapting and adjusting to deal with uncertainty, as necessary:</p> <ul style="list-style-type: none"> e.g.: improving Trust performance with mandatory training in health and safety subjects. <p>Excellent self and time management</p>	
Personal Qualities	Ability including the confidence to provide and receive highly	

	<p>complex, sensitive and contentious information:</p> <ul style="list-style-type: none"> • e.g.: ability to persuade senior managers of the importance of elements of the Health and Safety At Work Act, including mandatory training; <p>Ability to negotiate effectively to gain agreement and co-operation, and ability to link in with other initiatives, negotiating and adapting as required to achieve objectives.</p> <ul style="list-style-type: none"> • e.g.: negotiation with senior managers of all disciplines, and motivation of staff at all levels within the Trust in order to achieve objectives related to mandatory training in health and safety subjects. <p>Ability to make formal (written and verbal) presentations confidently to diverse and large groups on complex, sensitive or contentious information:</p> <ul style="list-style-type: none"> • e.g.: to Trust level committees on performance, and achievement of objectives such as mandatory training in health and safety subjects • chairing meetings • adapting communication and presentation skills to meet the various levels of understanding within different staff groups. <p>Must be self-motivated, tolerant and diplomatic. Ability to work on own initiative as well as effectively as part of a team.</p>	
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Post Holder's name/s:

Post Holders' Signature/s:**Date:**

Manager's Name:

Manager's Signature:**Date:**