**Job Description**

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| **Role:** | | Health and Safety Manager | |
| **Service:** | | Bolton Cares | |
| **Responsible to:** | | Finance, Audit and Resources Manager | |
| **Place of work:** | | Based in Bolton and working across the services provided by Bolton Cares. | |
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| **Job summary – Main Purpose of the Post:** | | | |
| To manage and continually develop the health and safety management system for Bolton Cares, ensuring that the company and all of its services meet regulatory requirements and operate in line with best practice in organisational health, safety and wellbeing.  To ensure that Bolton Cares achieves and maintains its registration under BS18001 or a similar health and safety management system standard.  To work collaboratively with Operations Managers and their teams to ensure that health and safety is everyone’s responsibility. | | | |
| **Main Duties** | | | |
| 1. Establish, document, implement, maintain and continually improve the health and safety management system for Bolton Cares in accordance with the requirements of the BSI OHSAS 18001 or ISO45001 externally audited standards. 2. Develop and review the Occupational Health and Safety Policy for Bolton Cares. 3. Establish, implement and maintain procedures for the ongoing identification of hazards. 4. Ensure that risk assessment procedures are in place for all identified hazards. 5. Establish safe systems of working to ensure that controls are established to eliminate or reduce all identified risks to an acceptable level. 6. Keep up to date with new legislation and maintain a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect social care; 7. Identify all statutory and non-statutory compliance requirements for Bolton cares and maintain an up-to-date register of these. 8. Ensure that Bolton Cares complies with the requirements of the Health and Safety at Work Act, Health and Social Care Act, Care Act and any other relevant health and safety legislation or requirements, at all times. 9. Ensure that Bolton Cares is prepared to effectively manage emergency situations. 10. Oversee a programme of training and development to ensure that all managers and staff are clear about their health and safety responsibilities and have the skills, knowledge and experience to undertake their duties safely. 11. To lead in-house training with managers and employees about health and safety issues and risks, as appropriate. 12. To ensure effective systems are in place to communicate health and safety matters throughout the organisation. 13. To ensure that effective measures are in place to engage and consult with all employees on matters of health and safety. 14. To establish, implement and maintain procedures for monitoring the performance of Bolton cares in relation to Occupational Health and Safety. 15. To oversee and undertake regular audits and inspections of occupational health and safety compliance and to produce reports with recommendations for improvement. 16. To ensure that Bolton Cares has appropriate systems in place to record, report and investigate incidents. 17. To ensure investigations of incidents take place and that corrective and preventative action is taken to address any issues. 18. To keep complete and accurate occupational health and safety records. 19. To support the Board of Directors to undertake regular review of the company’s occupational health and safety management system. 20. Any other duties as directed by the Board of Directors. | | | |

**Person Specification**

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| **Minimum Requirements** | | **Essential / Desirable** | **Method of Assessment** |
| **Knowledge** | |  |  |
|  | Knowledge of occupational health and safety standards such as BSI OHSAS 18001, ISO45001 or similar. | E | Application / Interview / Assessment |
|  | Knowledge of health and safety legislation affecting health and/or social care services. | D | Application / Interview |
| **Experience** | |  |  |
|  | Implementation and/or management of a BSI OHSAS 18001 or ISO45001 health and safety management system. | E | Application / Interview |
|  | Developing policies and procedures. | E | Application / Interview |
|  | Hazard identification and risk assessment. | E | Application / Interview |
|  | Developing safe systems of work. | E | Application / Interview |
|  | Organising and/or delivering training. | E | Application / Interview |
|  | Undertaking audits and investigations and learning form incidents. | E | Application / Interview |
|  | Consulting with employees and their representatives. | E | Application / Interview |
|  | Producing performance reports and presenting these. | E | Interview / Assessment |
| **Qualifications and Training** | |  |  |
|  | A degree level health and safety qualification such as:   * NEBOSH National Diploma in Occupational Health and Safety; * [British Safety Council](https://www.britsafe.org/) Level 6 Diploma in Occupational Safety and Health; * [City & Guilds](http://www.cityandguilds.com/) Level 5 (NVQ) Diploma in Occupational Health and Safety Practice; * NCRQ Level 6 Diploma in Applied Health and Safety. | E | Application |
| **Skills** | |  |  |
|  | Organisational and time management skills. | E | Application / Interview / Assessment |
|  | Excellent written communication skills. | E | Interview / Assessment |
|  | Excellent spoken communication skills in order to explain health and safety processes to a range of people and to give presentations to groups. | E | Interview / Assessment |
|  | Negotiating and influencing skills to work collaboratively with managers and staff to implement and maintain safety standards. | E | Application / Interview |
|  | A patient, diplomatic, collaborative approach. | E | Application / Interview |
|  | The ability to understand and analyse complex information and present it simply and accurately. | E | Assessment |
|  | The ability to make occupational health and safety interesting and relevant. | E | Interview / Assessment |
|  | Excellent ICT skills. | E | Application / Interview |
|  | Project management skills. | E | Application / Interview |
| **Work Related Circumstances** | |  |  |
|  | A willingness to work flexibly. | E | Interview |
|  | Although working hours are typically 9am to 5pm, Monday to Friday, you may occasionally be required to work irregular hours and at evenings and weekends. For example to train staff or to manage or investigate an incident. | E | Interview |
|  | A driving licence and the ability to travel between different sites. | E | Interview |
|  | This post is subject to a DBS check. | E | Interview |

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| Note to Applicants**:**  **Please try to show in your application form how best you meet these requirements** |

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| Date Person Spec prepared/updated: | 17/11/2017 |
| Person Spec prepared by: | John Livesey |