

Working for Atlas

Health & Safety Manager



Dear Candidate

Thank you for your interest in becoming the Health and Safety Manager at Atlas BFW Management Ltd.

The Company, which began trading in March 2017, was established as a wholly owned subsidiary company of Blackpool Teaching Hospitals NHS Foundation Trust and provides fully managed healthcare facilities services, including medical devices management, capital and estates services and facilities management, to clients across the Fylde Coast and North West region.

Over the last four years we have developed and strengthened the services we provide, with an aim to provide the best high quality cost-effective property and facilities services across the North West.

Our profits are used to both help grow the business and to enhance our clients' service provision and during the recent COVID-19 pandemic we have been proud to support our clients' front line clinical services by helping to provide the best possible environment for their patients, service users, customers, staff and visitors.

Atlas enjoys the opportunities to develop and grow which it is afforded as an independent company; however, as a wholly owned subsidiary of an NHS organisation, the Company also remains committed to upholding the NHS core values of ethics, honesty and integrity. In addition, we use our unique position to develop and enhance collaborative integrated working with partners across the local health economy wherever possible.

A key responsibility of the Head of Business Management role will be to ensure that the Company meets its statutory, regulatory, governance, commercial and contractual obligations, whilst continuing to provide effective, safe, high-quality services. The Atlas growth plan is pivotal to this role.

In addition, the Head of Business Management is expected to contribute to the strategic development of the company and to help ensure that Atlas has the capacity, capability, leadership, and culture to deliver the outstanding performance required.

We need a driven and inclusive individual who is committed to leading change, bringing people together and making things happen. This will require someone with substantial leadership skills and experience of building effective and productive working relationships with a wide range of people and partners, a collaborative management style and a track record of achieving sustained service change and improvement at Board level.

If this sounds like you, then please apply, we would like to hear from you.

Contents

Contents

<u>1</u>	<u>Job Description</u>	4
<u>1.1</u>	<u>Key Details</u>	4
<u>1.2</u>	<u>Job Purpose & Role</u>	4
<u>1.3</u>	<u>Key Duties and Responsibilities</u>	5
<u>1.3.1</u>	<u>Strategy & Planning Related</u>	7
<u>1.3.2</u>	<u>Performance & Delivery</u>	7
<u>1.3.3</u>	<u>Compliance, Reporting and Regulatory Duties</u>	9
<u>1.3.4</u>	<u>Physical Effort and Working Conditions</u>	9
<u>1.3.5</u>	<u>Other / General</u>	10
<u>2</u>	<u>Key Relationships & Stakeholders</u>	11
<u>3</u>	<u>Person Specification</u>	13
<u>3.1</u>	<u>Core Behaviours</u>	13
<u>3.2</u>	<u>Qualifications & Experience</u>	14

1. JOB DESCRIPTION

1.1. KEY DETAILS

Job Title:	Health & Safety Manager
Salary Scale:	Atlas Grade 11
Business Unit:	Estates
Responsible To:	Head of Estates
Base:	Estates Department, Blackpool
Contract Duration:	Permanent
Hours:	37.5 hours per week

1.2. JOB PURPOSE & ROLE

The Health and Safety Manager will work in a small Health, Safety, Quality and Environmental team consisting of health & safety, energy, sustainability and fire safety specialists, in managing KPIs for Health & Safety. Duties include production of risk assessments, advising service users on management of health & safety, auditing contractors, reviewing RAMS, issuing permits to work.

The Health and Safety Manager will lead with the overall monitoring and management of health & safety services for Atlas BFWML, covering a range of sites, both acute and community based, across several locations. The post holder will be a skilled professional with experience in providing health & safety advice within an organisation of comparable size and complexity.

The Health and Safety Manager will be the lead specialist responsible for developing and driving forward Atlas's health and safety programmes. To act as the source of Health and Safety expert advice to Atlas and its teams. The post will be responsible for planning inspection and audit timetables for at least one year for their teams, in addition to acting as the subject matter expert across strategic level projects and activities, leading and the development and implementation of effective health and safety management systems, compliant with current standards and legislation.

The Health and Safety Manager will ensure that Atlas is complying with Service and legislative standards by programmes of risk assessment and auditing. Where deficiencies are found to identify the appropriate means of correction and to ensure that the new controls are put in place by the local management team with a confident and self-motivated approach.

The Health and Safety Manager will be a key advisor to the senior leadership team, leading the development and implementation of effective health and safety management systems, which are compliant with current standards and legislation.

Atlas experiences a frequently fast changing, dynamic working environment, which requires the post holder to demonstrate the ability to respond and adapt flexibly to the needs of the service.

The Health and Safety Manager should be comfortable dealing with a wide range of stakeholders, both internal such as Atlas management and employees and external stakeholders including direct client representatives and a range of independent contractors and professionals, including appointed architects, quantity surveyors, mechanical and electrical consultants and contractors.

The Health and Safety Manager will provide assurance and audit arrangements to demonstrate compliance to all relevant standards and legal compliance requirements.

The Health and Safety Manager will have autonomy to work within agreed boundaries to execute any actions required to manage the service and ensure compliance. Therefore, the post holder will be required to act on their own initiative and must have the confidence and ability to refer issues to the correct and most appropriate agencies when necessary and to escalate to the relevant Atlas Head of Service and /or Director as appropriate.

You will need excellent IT skills and have the ability to produce and present reports. Working closely with our Client base, IPCC, clinical users, and external organisations you will Atlas BFWML meet their legislative obligations, supporting on matters such as:

- Reviewing on-going performance levels from data/reports produced by the Facilities Management Information System /Quality Assurance system. Initiating appropriate actions to ensure agreed performance standards are maintained including if necessary, producing and implementing service improvement plans.
- Ensuring compliance with all relevant health and safety legislation and site-specific health, safety and welfare policies.
- Maintain formal and informal communications with Ward/Departmental Managers related to service activities.
- Use IT systems to provide/monitor data within the Quality Assurance, CAFM and other management reporting systems.
- Aid in monitoring electrical and mechanical services safety compliance through engineering knowledge and experience.
- Monitor contractor compliance by way of audits and inspections plus where required review of construction documents.
- Monitor and maintain emergency planning documentation ensuring that it meets the needs of Atlas, our clients and others affected, also that the documents are in line with all relevant legislative and regulatory requirements.
- Assist in environmental and sustainability planning to assist our clients in meeting their legislative duties.
- Any other appropriate duties as requested by the Head of Estates.
- Develop and deliver both in house and nationally accredited qualifications as required by Atlas BFWML
- Be able to assist with on-call and out of hours requirements as necessary.

1.3. KEY DUTIES AND RESPONSIBILITIES

- Assist with all contractual requirements in relation to response and delivery of KPI's and reactive activities.

- To undertake all mandatory health and safety training for Atlas staff on an annual basis and in accordance with legislation
- Manage aspects of the permit to work system for engineering and construction works.
- Work with estates engineering to aid in development of safety systems and risk assessments.
- Conduct assessments/audits of construction contractor documentation.
- Conduct construction-based audits and inspections around the site.
- To assist with risk assessments for Atlas and the Client as needed
- Produce preconstruction information and designers residual risk registers in advance of construction works.
- Assist with the development of access cleaning and maintenance strategies for construction works.
- Ensure all Operations and Maintenance manuals that are provided are adequate and meet the needs of future maintenance.
- Attend appropriate internal functions and meetings with the Trust and at appropriate external functions and meetings.
- Assist with diagnostic work to resolve operational issues and needs regarding health & safety matters.
- Liaise with Specialist Sub Contractors and relevant contractors that may be engaged in health & safety requirements for Atlas or in delivering CDM.
- Assess AutoCAD designs provided by contractors to ensure their relevance where required by the Health and Safety Manager.
- Monitor construction projects by means of auditing in line with requirements identified under CDM and where necessary assist in investigations.
- Production of reports as required for Atlas OMG and Board, and the Trust and as part of corporate governance reporting framework, in relation to health & safety matters.
- Ensure all relevant records are kept up to date.
- Provide guidance and identify the necessary training for staff and apprentices to develop additional skills to improve the person's abilities and overall effectiveness.
- Use effective communication channels between Atlas and the Client/organisation in relation to health & safety specialist advice.
- Assist with health & safety advice to Atlas Clients and the team, aiding in resolution of enquiries or problems that may occur.

Whilst not exhaustive, the following duties represent an indication of the key duties and responsibilities expected of the post holder.

1.4. Strategy & Planning Related

The post holder will:

- Implement and maintain the strategic development of health & safety services at Atlas to support the organisation's strategic vision, corporate objectives, statutory requirements, and other key deliverables.
- Maintain an effective Atlas Safety Risk Management Strategy, together with related action plans, policies, and procedures.
- Develop and deliver a health and safety training regime for all Atlas employees and develop appropriate associated training plans, to ensure full compliance with all training requirements.
- Assist with the development of the Company's business planning models and provide expert advice on any related health and safety matters.
- Development and delivery of the Atlas health and safety objectives, frameworks, and business improvement initiatives to meet both the requirements of Atlas corporate objectives and all relevant legislative requirements.
- Develop and the delivery of an annual health and safety audit program and the annual Health and Safety report.
- Liaise with the Sustainability & Energy Manager to ensure the consideration of all relevant health and safety legislation and regulations in the development of the Atlas Environmental Strategy.
- Maintain professional awareness of developments in relevant legislation, codes of practice and other regulations and ensure their implications are, where necessary, integrated into the Atlas health and safety planning processes, policies and procedures.
- Assist with the development and maintenance of an Atlas Health and Safety intranet page and associated databases and ensure they are kept up to date.

1.5. Performance & Delivery

The post holder will:

- ensure that all services are delivered in accordance with health and safety and national standards and statutory legislation including relevant HTM's.
- ensure that all safety related activities are appropriately planned and prioritised and are executed to the agreed standard, within budget.
- Attend the Health & Safety Steering Group, on an agreed regular basis to discuss health and safety matters with the membership, who are made up of staff from across the organisation, client representatives and relevant external bodies.

- Develop and maintain close working relationships with the Health and Safety Executive (HSE) and other external agencies as directed by the Head of Estates
- Facilitate external investigations or inspections by the HSE and other relevant bodies, relating to fire matters, ensuring collaboration and transparency.
- Undertake formal inspections and assessments of all Atlas and Client related premises and workplaces, applying professional and technical skills to identify areas of non-compliance and recommend the remedial actions required to satisfy health and safety regulations.
- Record and fully document all inspections and assessments, including all electronic records, and ensure that findings are shared with the responsible managers and the Health and Safety Group.
- Undertake and fully document health and safety audits and produce a formal report of audit findings and corresponding action plan for consideration by the Health Safety Steering Group, Atlas Board, and the relevant directorate teams as appropriate.
- Support operational managers with local and functional safety meetings, ensuring a consistent approach across the organisation.
- Maintain emergency planning documentation inline with legislation and best practice.
- Develop and maintain climate change risk assessments for Atlas and assist with the same for the Trust enabling coordination of combined procedures.
- Support the capital team, estates team and divisional managers, with any capital development projects and workspace reorganisations and moves to ensure all aspects of relevant health and safety regulations and legislation have been considered.
- Scrutinise plan drawings and provide advice on CDM regulations as it relates to building regulations, structural integrity and other relevant regulations and codes of practice.
- Enhance and improve the health and safety culture across the organisation by developing and undertaking specific health and safety projects as appropriate.
- Participate in 'task and finish' groups which have been established to address any issues identified with health and safety.
- Assist with the management of an effective relationship between Atlas, clients, and other appropriate statutory bodies.
- Have a working knowledge of other associated disciplines, such as general electrical and mechanical engineering, construction.
- Work closely with contractors to ensure that all aspects of health and safety are adhered to.

- Assist the Property Team and Community Team where necessary by undertaking direct liaison with third party landlords, regarding ensuring compliance with health and safety standards.
- Assist with the provision of health and safety and training to Atlas staff, including coordination of training needs analysis.
- Promote examples of good practice and successes to help raise the profile of the health and safety department and safety standards within the organisation and with clients and the local community to help create an environment where patients, visitors and staff feel safe.
- Assist with the design, development, and delivery of Atlas health and safety change management and improvement plans, including system, process, and cultural change initiatives.

1.6. Compliance, Reporting and Regulatory Duties

The post holder will:

- Ensure the management of health and safety statutory compliance, ensuring that both Atlas and its clients comply with all aspects of health and safety regulations and legislation.
- Ensure that Atlas and its clients keep abreast of any changes in legislation and guidance appertaining to health and safety by providing specialist compliance advice.
- Operate and maintain a compliant CDM function operating in line with client duties where required or in the role of a Principal Designer as needed plus ensure site compliance via inspections and audits.
- Conduct investigations of serious incidents and analyse data relating to serious incident investigations to identify root causes.
- Conduct all required investigations of DATIX reports in relation to non-clinical incident reports, including inputting of data, searches, and compilation of reports.
- Development, implementation and maintenance of risk management standards as required and undertake risk assessments, involving analysis, interpretation, and comparison on a range of complex issues to produce a health and safety risk register.
- Ensure any gaps in compliance have been identified and robust action plans are in place to remedy any risks.
- Review the service provided on a regular basis, using customer surveys and other mechanisms to ensure that it continues to meet the needs of clients, visitors, and staff.

1.7. Physical Effort and Working Conditions

The post holder will be required to:

- Exert physical effort for several long periods during a working day.

- Work at heights, carrying health and safety equipment and tools, coming into contact with dust and dirt on site and health and safety equipment.
- Use surveying tools and measuring equipment. This could be daily and may involve working at height (ladders, access to ceilings etc.)
- Have frequent exposure to unpleasant working conditions as part of risk assessment, audits, and surveys.

1.8. Other / General

The post holder will:

- Ensure that individual objectives are undertaken on an annual basis and that that associated action plans are developed and completed.
- Demonstrate effective communication skills, being able to communicate with all stakeholders, including clients, visitors, external third-party contacts, senior managers and staff from other departments.
- Contribute to the development of engineering policies and procedures relating to health and safety.
- Be able to conduct oneself in meetings professionally and be able to be entrusted with sensitive information.
- Demonstrate effective negotiation, public relations, and presentation skills.
- Contribute to achieving and maintaining quality outcomes and standards.
- Ensure compliance with Data Protection Act and General Data Protection Regulation principles and promote Information Governance.
- Be required to work independently and be responsible for their own day to day planning and organisation required to fulfil the duties and responsibilities of the post.
- Act in a way that is compliant with the Atlas Financial Governance Framework in the discharge of any budget management responsibilities; and, where designated as a budget holder for assigned functions and teams, be responsible for ensuring that pay and non-pay related expenditure within the department is managed appropriately, within budget, and that the appropriate documentation is available for scrutiny.
- Ensure that work is undertaken in line with appropriate policies, procedures and Standard Operating Procedures (SOPs).
- Have responsibility for ensuring that divisional policies, procedures and Standard Operating Procedures (SOPs) are kept up to date.
- Ensure that the ordering, receipting, storage, and controlled usage of any materials required for both the acute estates services (procurement/requisitioning), is undertaken via the appropriate systems and in line with agreed SFIs, policies and procedures.

- Ensure that all official records are maintained as appropriate.
- When required, deal and respond efficiently with any concerns or complaints in line with the Atlas complaints procedure.
- Produce appropriate risk assessments for all property related areas and ensure that all incidents and risks are recorded and managed via the Datix Risk Management System and are escalated as appropriate.
- Attend any training courses as deemed necessary by Atlas' management and identify own personal training requirements and opportunities. Keep knowledge and skills up to date with Continuing Professional Development (CPD) and participation in the Atlas Mandatory Training scheme as appropriate.
- Where required, represent Atlas with active participation in both national and regional level external working groups.
- Undertake benchmarking exercises with appropriate datasets to seek continuous improvement ideas.
- Consider, develop, and recommend business growth opportunities.
- Attend periodic seminars / user groups organised by NHS bodies to keep up to date with the latest policies and directives and to share best practice.
- Any other duties deemed commensurate with the post.
- Be available for on-call and out of hours activities as directed from time to time

Please Note:

The job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances and following discussions with the post holder.

The post holder may be required to work across the Company at any time throughout the duration of their contract, which may entail travel and working at a different location and attending other sites as necessary.

As post requires travel to sites across the organisational footprint, the post holder must hold a valid clean driving licence and have access to their own vehicle.

2. KEY RELATIONSHIPS & STAKEHOLDERS

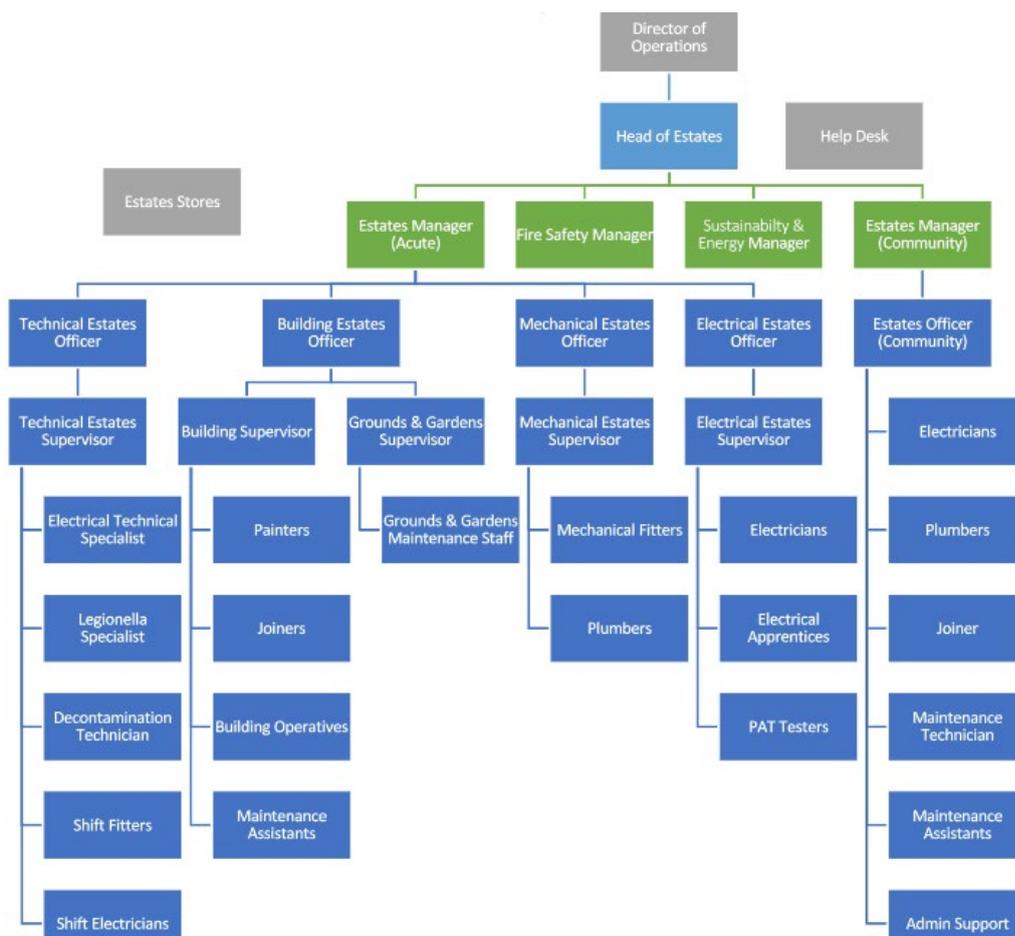
The post holder will work with a wide range of internal and external stakeholders to develop, foster, and maintain effective working relationships, considering a whole system health and safety and risk management culture. This group will include:

- Clients and Atlas staff, across a wide range of disciplines, including staff from Blackpool Teaching Hospitals NHS Foundation Trust (The Trust) and University Hospitals Morecambe Bay (UHMB).
- Atlas Head of Estates
- Atlas Head of Facilities
- Atlas Head of Capital
- Atlas Estates, Facilities and Capital teams

- Atlas Fire Safety Manager and Advisor
- Atlas Human Resources Business Partner
- Client Infection control leads
- Local Fire Service
- Health and Safety Executive (HSE) and other appropriate regulatory and advisory bodies
- Police and Court Services
- Local building control officials
- Appointed inspectors
- Central Government & Local Government representatives
- Legal representatives and other professional consultants, including contractors
- Staff side representatives

2.1. ESTATES STRUCTURE

The structure chart, provided at Figure 1 below, demonstrates the Help Desk structure, whilst Figure 2 details the full Estates Division Structure



3. PERSON SPECIFICATION

3.1. CORE BEHAVIORS

The post holder will be expected to demonstrate certain core behaviours, namely:

Adaptability/Flexibility:

Adapts to change, is open to new ideas, takes on new responsibilities, effectively manages pressure, adjusts plans to meet evolving needs. Demonstrates committed and flexible approach to undertaking a range of tasks, where required.

Customer Focus:

Builds customer confidence, demonstrates commitment to enhancing customer satisfaction, sets achievable customer expectations, assumes responsibility for resolving customer problems, ensures commitments to customers are met, solicits opinions and ideas from customers, effectively responds to internal and external customers.

Attitude & Initiative:

Positively addresses problems and issues, where relevant seeking independent advice, seeks out new responsibilities, acts on opportunities, generates new ideas, practices including self-development / assessment.

Is able to take initiative and work autonomously.

Has a friendly, approachable personality, with a good work ethic.

Interpersonal Skills:

Has good listening skills, builds strong relationships, is flexible / open-minded, communicates effectively, solicits performance feedback and handles constructive feedback / criticism.

Demonstrates professional behaviour at all times and can be entrusted to safeguard sensitive information.

Teamwork:

Meets all team deadlines and responsibilities, listens to others and values opinions, helps others to meet goals, welcomes newcomers and promotes a positive and collaborative team atmosphere.

Self-Development:

Seeks out and accepts feedback, is a proactive learner, takes on challenging assignments to improve skills, keeps knowledge and skills up to date, turns mistakes into learning opportunities.

Has excellent organisation skills and takes pride in their work, demonstrating attention to detail.

Gaining Commitment:

Encourages others to be committed to a course of action to achieve goals, effectively communicating an inspiring vision or sense of purpose to help motivate individuals and teams.

Behaviour:

The post holder is expected to ensure that their behaviour is consistent with Atlas values at all times and is expected to:

- Understand and demonstrate the behaviours in the Atlas Behavioural Framework
- Support the aims and vision of Atlas
- Act with honesty and integrity at all times
- Be a positive ambassador for Atlas
- Demonstrate high standards of personal conduct
- Value and respect colleagues
- Work with others to develop and improve the services of the Company
- Uphold Atlas’s commitment to equality and diversity
- Take personal responsibility for their words, deeds, actions and quality of the service they deliver
- Behave appropriately and professionally at all times, particularly when representing Atlas.

3.2. QUALIFICATIONS & EXPERIENCE

Criteria	Essential	Desirable
Education / Qualifications	<p>A degree, or equivalent in health and safety (or equivalent)</p> <p>NEBOSH Diploma/NVQ Level 5/6 in Occupational Health and Safety (or equivalent)</p> <p>Associate Member of Chartered Institute of Occ. Safety & Health (IOSH)</p> <p>Chartered Building or Engineering Qualification</p> <p>National Examination Board in Occupational Safety and Health (NEBOSH) Diploma 1 & 2 or equivalent</p> <p>Asbestos Qualifications to include: P402 - Surveying and Sampling Strategies for Asbestos in Buildings P404 - Air Sampling of Asbestos P405 - Management of Asbestos in Buildings</p>	<p>Membership of the Institution of Fire Engineers (preferably at Member level)</p> <p>Competency certificate for carrying out environmental monitoring – Noise, Light and dust/chemicals</p> <p>Competency certificate for working in confined spaces</p> <p>Basic M&H qualification Current or expired qualification in First Aid</p> <p>Registered Safety Practitioner National register overseen by IOSH</p> <p>Chartered Member of IOSH</p> <p>NEBOSH Construction Certificate</p>
Knowledge & Experience: General	<p>High level of competence using Microsoft Office Suite in particular, excel, word and PowerPoint.</p>	<p>Experience of working with an NHS infrastructure</p> <p>Auditing experience</p>

	<p>A high standard of written skills, evident in report writing.</p> <p>Experience of construction management in general</p> <p>Experience of fire safety management within complex buildings.</p> <p>Good information presentation skills, evident in use of graphics and design of reports.</p> <p>Ability to produce high quality reports.</p>	<p>Experienced Principal Designer capable of managing CDM both client and contractor side.</p>
<p>Knowledge & Experience: Specialist</p>	<p>Excellent knowledge and experience of health & safety and fire safety legislation, regulations and relevant codes of practice and experience of implementing safety management systems.</p> <p>Experience of completing Risk Assessments for safety, environmental and residual risk registers in construction</p> <p>Experience of delivering Training to employees and others both in house and nationally accredited.</p> <p>Understanding of risk assessment and safe system of work development techniques for general safety fire and environmental management</p> <p>Knowledge and experience of emergency planning and development of emergency planning documentation development.</p> <p>Knowledge of risk management tools and approaches.</p> <p>Experience in preparing and completing safety audits and implementing action plans to meet audit findings.</p>	<p>Good working knowledge of the role of regulators in the health sector e.g.: NHS England / NHS Improvement, Care Quality Commission and CCGs</p> <p>Good knowledge of incident reporting and risk management systems including (DATIX)</p> <p>Understanding of the application of Health Technical Memorandums (HTM) and the role they play within similar Guidance including related legislation and guidance.</p> <p>Developing task specific risk assessments and the identification of best practice</p> <p>Fully conversant with CDM and management of contractors plus operating in principal design.</p> <p>CAFM system experience</p>