**Group Head of Health and Safety Health & Safety – Job Description**

**Reporting to:-** Group Property Director

**Direct reports:-** H&S Team X 5 Full Time Team Members

**Job Summary**

The Group Head of Health & Safety will be responsible for providing professional health & safety leadership within Cygnet Health Care and to all groups of staff – from the H&S Team to staff within our services, those located within our offices through to the CEO and Board.

The Group Head of Health & Safety will take a lead in developing, implementing and managing the necessary health & safety, asset management and statutory compliance.

The postholder will ensure continued compliance with all relevant statutory and regulatory requirements and improve performance through the management and implementation of health and safety management systems, with a view towards achieving ISO 45001.

They will support, deliver and maintain a health and safety programme, which embeds and drives a positive safety culture across the organisation as well as ensuring the timely delivery of associated underpinning health and safety management action plans and operational programmes.

Responsibilities The Group Head of Health & Safety will:

• Act as the Responsible Person for all health and safety matters across Cygnet Health Care, identifying and responding to current legal and best practice requirements.

• Bring company related health and safety matters to the attention of the Director of Risk Management and Board.

• Work with their team and relevant colleagues in Property over the full range of their duties and responsibilities, with respect to risk assessments, audits, resulting actions, and changes in legislation, standards and advice.

• Have oversight of the day to day health and safety of facilities including but not limited to oversight of fire risk, mandatory and regulatory checks, water quality, and all aspects of health and safety.

• Ensure that compliance is maintained across the portfolio and to work with operational and property teams to support the delivery the highest achievable compliance at all times.

• Support their team to review and develop all aspects of Cygnet Health Care’s health & safety policies.

• Monitor, evaluate, and review existing, new and upcoming health and safety legislation and ensure that systems and procedures are in place to meet legal compliance and other requirements.

• Ensure that systems and databases containing information relating to H&S compliance are fit for purpose and kept updated, and produce timely and accurate reports when required. Job Description Page 62 of 80

• Manage, coach and enable their team to work towards achieving ISO 45001 and CHAS accreditation.

• Ensure that their team supports the investigation and reporting of H&S incidents per RIDDOR.

• Where necessary liaise with regulators and enforcement authorities.

**Health, Safety and Security:**

All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following company procedures.

To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

**Company Values**

Responsible for embodying, and encouraging in others, the Company Values, using the behaviours identified for each value as a basis for decision making and your behaviour.

**Equal Opportunities**

It is the responsibility of every person to act in ways that support equality and diversity. Equality and diversity is related to the actions and responsibilities of everyone. You are required to carry out your duties in line with the company’s policies and procedures, including relevant legislation, to deliver and promote inclusion and equity in treatment of colleagues and those within our care and access to opportunity at work at all times.

**Mandatory Training**

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Any other duties necessary for the successful performance of the role.

**Key Skills & Experience**

✓ Significant experience working in hard FM or property in an SHEQ related role, with a good working knowledge of the health or care industry

✓ Demonstrable experience of building, managing and leading teams to achieve deadlines and targets within a multi-site organisation

✓ Demonstrable experience of operating at a strategic level, reporting and influencing at board level within a complex organisation

✓ Demonstrable experience of leading delegated teams and collaborating with other departments to deliver positive change

✓ Hold membership to IOSH (Chartered) or IFSM (Member) in addition to the NEBOSH construction certificate.

✓ Experience of budgetary management forecast planning

✓ Familiarity with PPM, project works and knowledge of industry pricing

✓ Development of leading and lagging indicators and monitoring of performance against these, for continual improvement and management of related risk

✓ Experience of Fire Risk management and its practical application

✓ Experience in monitoring and evaluating programmes of audit and H&S performance of service providers including contractors and consultants Job Description Page 63 of 80

✓ Excellent verbal and written communication skills, including data presentation and report writing ✓ Good understanding of building services, mechanical systems and applicable facilities and/or trade qualifications

✓ Good knowledge of applicable Health and Safety Acts and Regulatory Controls

✓ Fully conversant with Microsoft office, including Excel

**Location**

This is a National role, which requires regular presence on site across the portfolio and attendance at the Millbank office where necessary. Full clean driving licence required and own vehicle.