

## Job Description

- Job Title:** Head of Health and Safety
- Responsible to:** Associate Director of Facilities and Estates
- Responsible for:** Health and safety compliance for Acorns Children's Hospice
- Job Purpose:**

To lead, develop, and implement a robust Health and Safety (H&S) strategy across Acorns Children's Hospice, ensuring compliance with all relevant legislation and regulatory requirements, including the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations, and Care Quality Commission (CQC) Fundamental Standards. This role will foster a culture of safety for staff, volunteers, patients, families, and visitors, while supporting business continuity and risk management in a Children's healthcare environment.

### Main Duties:

#### Leadership & Strategy

1. Develop and deliver the organisation-wide Health and Safety strategy aligned with Acorns' objectives.
2. Provide expert advice and guidance to Trustees, Executive Directors, and Senior Leadership Team.
3. Leading to ensure the organisation meets statutory and regulatory requirements, including Health and Safety at Work Act 1974, Management of Health & Safety at Work Regulations, CQC Fundamental Standards (as healthcare charity), Healthcare-specific H&S guidance, and ISO 45001 standards where applicable.

#### Policy & Governance

1. Create, review, and update H&S policies, procedures, and management systems to maintain compliance and best practice.
2. Maintain the statutory Health & Safety compliance register and ensure timely reporting of Health & Safety compliance status.
3. Report H&S performance, risks, and KPIs to the Executive Team and Board.
4. Develop and oversee an annual Health and Safety plan.

#### Operational Compliance

1. Oversee risk assessments and ensure robust controls are implemented.
2. Support managers to complete safety audits, investigations, and root cause analysis for incidents, accidents, and near-misses.
3. Work closely with senior management and key stakeholders to identify and prioritise key initiatives, ensure those initiatives are completed in a practical, expedient manner and ensures the delivery of high-quality day to day support levels
4. Implement and monitor improvement actions and risk reduction measures.

### Training & Culture

1. Own and monitor compliance for all mandatory H&S training.
2. Design and deliver H&S training programs in collaboration with Talent Development for employees, volunteers, and contractors.
3. Promote a positive safety culture through engagement and awareness campaigns.

### Emergency Preparedness

1. Develop and maintain emergency plans, including fire safety, evacuation, pandemic response, and incident escalation.
2. Lead regular drills and simulations to test organisational readiness.

### Safeguarding Integration

1. Ensure all H&S processes consider safeguarding responsibilities for children and vulnerable adults in hospice settings.

### Continuous Improvement

1. Monitor industry trends, legislation, and best practice to recommend and implement improvements.

### Other Duties:


1. Assist with other duties within the scope and nature of the position such as training and development of employees.
2. On call for all three hospices evening and weekends on a schedule basis
3. Acting as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and corporate working.
4. To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
5. As a member of the Senior Leadership Team (SLT) work in collaboration with other Senior Leaders to lead and execute organisation-wide initiatives, policies and plans in line with the Acorns strategy
6. Ensuring compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
7. To actively participate in a performance and development review process and any training and development identified to further enhance your role with Acorns
8. To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.
9. Promote a coaching culture within Acorns.
10. Performing any other duties commensurate with the role as may be required from time to time by line manager

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

## Person Specification – Head of Health and Safety

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>&gt; Good General Education</li> <li>&gt; NEBOSH Diploma in Occupational Health &amp; Safety or equivalent (NCRQ, NVQ Level 6, degree in Safety &amp; Health).</li> <li>&gt; Strong knowledge of UK H&amp;S legislation, risk management, and governance frameworks.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; CMIOSH or working towards or equivalent.</li> <li>&gt; Experience in ISO 45001 implementation.</li> <li>&gt; MSc in Occupational Health &amp; Safety or similar</li> <li>&gt; IIRSM (Member/Fellow)</li> <li>&gt; OSHCR registration</li> <li>&gt; CQC Fundamental Standards</li> <li>&gt; Safeguarding Children &amp; Adults (Level 3 or above)</li> <li>&gt; ILM Level 5/7 in Leadership &amp; Management, or equivalent senior leadership training</li> <li>&gt; Environmental qualifications (NEBOSH Environmental, IEMA membership)</li> <li>&gt; Mental Health First Aid / Wellbeing leadership training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>&gt; Extensive experience in a senior H&amp;S leadership experience, ideally in healthcare or another regulated environment.</li> <li>&gt; Evidence of developing and delivering organisation-wide H&amp;S strategies.</li> <li>&gt; Proven experience of leading audits, inspections, and regulatory compliance.</li> <li>&gt; Experience of stakeholder management at Board/Trustee/Executive level.</li> <li>&gt; Demonstrated ability to drive positive safety culture change.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Experience of working in the charitable sector</li> <li>&gt; Experience working in a healthcare setting</li> <li>&gt; Experience of CQC inspections</li> <li>&gt; Proven ability to manage audits and regulatory inspections (e.g., CQC).</li> <li>&gt; Familiarity with NHS HTMs (Health Technical Memoranda) and HBNs (Health Building Notes), especially HTM 05 (Fire) and HTM 04 (Water).</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>&gt; Expert knowledge of health and safety legislation and best practice</li> <li>&gt; Strategic thinker with strong analytical and problem-solving skills.</li> <li>&gt; Resilient, calm under pressure, and able to make risk-based decisions.</li> <li>&gt; Excellent communication skills, both written and verbal.</li> <li>&gt; Positive, collaborative, and able to influence a safety-first culture.</li> <li>&gt; Ability to produce and present high-level reports to Exec Board, SLT and Trustees.</li> <li>&gt; Effective communication skills, including listening</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Resilient and calm under pressure, able to make risk-based decisions.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>&gt; Commitment to professional and personal development and growth</li> <li>&gt; Ability to travel independently across the Acorns region</li> <li>&gt; Proficient in the use of health and safety managements software and Microsoft office</li> </ul>	
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>&gt; Will challenge the status quo</li> <li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li> <li>&gt; Trusted – do what you say you will</li> <li>&gt; Curious, always seeking to understand and improve experience of customers</li> <li>&gt; Open to change and continuous improvement</li> <li>&gt; Innovative mindset and passionate about learning</li> <li>&gt; Commitment to the Acorns strategy &amp; its success</li> <li>&gt; Ability to handle sensitive situations with empathy and professionalism</li> </ul>	

## Terms And Conditions of Employment

A decorative graphic in the top left corner consisting of three overlapping shapes: a green triangle, a blue circle, and a purple square.

<b>Position:</b>	Head of Health and Safety
<b>Reporting To:</b>	Associate Director of Facilities and Estates
<b>Base:</b>	Nearest Acorns Hospice, with travel across the Acorns region
<b>SALARY RANGE:</b>	£50,000 - £60,000 per annum
<b>ALLOWANCES:</b>	Car allowance £3,192.00
<b>NOTICE:</b>	12 weeks
<b>HOURS:</b>	37 ½ hours per week
<b>HOLIDAYS:</b>	27 days plus statutory bank holidays
<b>PENSION:</b>	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme)
<b>LIFE ASSURANCE:</b>	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance

All terms and conditions will be detailed in writing together with Employee/Health & Safety handbook, which must be read and observed.