

Role title	Head of Health and Safety	Grade	
Reports to	Quality and Governance Director	Location	National role, with travel across England, Scotland and Wales
Job family	Quality and Governance	Hours	40
Role Purpose			
The Head of Health and Safety is a senior strategic leadership role within the Quality and Governance Directorate, reporting to the Quality and Governance Director. The postholder provides expert leadership, direction and assurance for health and safety across HC-One, ensuring the organisation meets its legal and regulatory obligations across England, Scotland and Wales. The role is responsible for setting the strategic direction for health and safety, strengthening governance and assurance arrangements, and ensuring robust policies, procedures, risk management frameworks and safe systems of work are developed, implemented and embedded consistently across the organisation. This senior role has a broad strategic remit across operational health and safety, premises safety, fire safety, construction and contractor safety, and health and safety considerations within care delivery environments. The postholder will line manage two Health and Safety Advisors, providing clear leadership, direction, support and oversight to ensure effective delivery of health and safety priorities across the organisation. Working collaboratively with senior leaders, regional and operational teams, estates colleagues and the wider Quality and Governance Directorate, the Head of Health and Safety provides credible, proportionate and risk-based leadership that protects residents, colleagues, contractors and visitors, while promoting a positive, proactive and embedded health and safety culture across all HC-One homes and services.			
Main Activities			
Duties and Responsibilities			
Health and Safety Strategic Leadership • Provide senior expert advice and strategic leadership on all health and safety matters, supporting the Quality and Governance Director, Executive Leadership Team, Regional Directors, Area Directors and Home Managers to understand and discharge their health and safety obligations effectively. • Lead the development, implementation and ongoing review of HC-One's organisation-wide health and safety strategy and management system, ensuring alignment with current legislation, HSE guidance and best practice across England, Scotland and Wales. • Monitor developments in health and safety legislation, approved codes of practice, HSE guidance and sector-specific requirements across all three jurisdictions, assessing organisational impact and making clear recommendations to the Quality and Governance Director on required actions. • Provide strategic health and safety input into organisation-wide projects, capital works, new home acquisitions and service developments, ensuring risks and compliance requirements are identified, considered and addressed at the earliest planning stage. • Lead the preparation of high-quality health and safety reports for the Quality and Governance Director, Executive Leadership Team and Board, providing clear analysis of performance, emerging risks, assurance activity and improvement priorities across the organisation. Policy, Procedures and Risk Assessment • Lead the development, maintenance and review of HC-One's health and safety policies, procedures and safe systems of work, ensuring they are legally compliant, clearly written, regularly reviewed and consistently implemented across all homes and central functions. • Provide strategic oversight of HC-One's risk assessment framework, ensuring suitable and sufficient assessments are in place for significant hazards across the organisation, including both generic and site-specific risks, and that assessments are reviewed following significant change, incidents or emerging themes. • Develop and maintain practical risk assessment and safe system of work templates for key operational activities, including manual handling, working at height, lone working, COSHH, fire safety, contractor management and maintenance, enabling teams to manage risk consistently and proportionately. • Ensure health and safety documentation, including risk assessments, safe systems of work, COSHH assessments and fire risk assessments, is accurately maintained, accessible and available to support assurance, inspection, audit and regulatory scrutiny across all homes and central functions.			

Health and Safety Audits and Inspections

- Lead the design and delivery of a structured, risk-based programme of health and safety audits and inspections across HC-One homes and services, providing senior leaders, operational teams and the Quality and Governance Director with clear, objective assurance on health and safety performance, compliance and risk exposure.
- Oversee planned and risk-based health and safety inspections across the organisation, ensuring audit activity is proportionate, evidence-based and focused on the areas of greatest risk, with clear reports, recommendations and agreed timescales for improvement.
- Provide strategic oversight of audit action tracking, ensuring improvement actions are completed within agreed timescales, significant or recurring concerns are reviewed, and persistent non-compliance is escalated appropriately to the Quality and Governance Director and relevant senior operational leaders.
- Use audit and inspection findings to identify organisational themes, inform assurance reporting, strengthen policy and practice, and support Group-wide learning, working with the Quality and Governance Directorate to share lessons and drive continuous improvement across HC-One.

Incident Investigation and RIDDOR Reporting

- Provide strategic oversight and leadership for the investigation of significant health and safety incidents, accidents, dangerous occurrences and near misses across HC-One, ensuring investigations are proportionate, objective, well documented and focused on identifying root causes, learning and actions to reduce the risk of recurrence.
- Ensure RIDDOR-reportable incidents are appropriately identified, reported to the HSE and accurately recorded within required timescales, providing clear guidance and oversight to Home Managers, Maintenance Managers and operational teams on their reporting responsibilities.
- Maintain oversight of incident and near miss data across HC-One, analysing trends, themes, recurring hazards and areas of increased risk, and reporting key insights, assurance findings and improvement priorities to the Quality and Governance Director and relevant senior leaders.
- Ensure learning from incidents and near misses is systematically captured, shared and embedded into policies, risk assessments, procedures, training and assurance activity, supporting a culture of openness, learning and continuous improvement in health and safety practice.
- Liaise with the HSE, local authorities and other enforcing authorities as required in relation to incidents, investigations or enforcement activity, ensuring significant regulatory interactions are escalated promptly to the Quality and Governance Director and other relevant senior leaders.

Fire Safety

- Provide senior specialist advice and strategic oversight on fire safety matters across HC-One, working with the Estates Director, Regional Surveyors, Maintenance Managers and Home Managers to ensure legal duties are understood and discharged in line with the Regulatory Reform (Fire Safety) Order 2005, the Fire (Scotland) Act 2005 and relevant fire safety guidance across England, Scotland and Wales.
- Maintain strategic oversight of fire risk assessment arrangements across the portfolio, ensuring assessments are suitable and sufficient, actions are monitored through to completion within required timescales, and homes maintain appropriate fire safety records, testing regimes and staff training evidence.
- Provide strategic fire safety input into capital works, refurbishment projects, new acquisitions and changes in building use, ensuring fire safety risks, statutory requirements and resident evacuation considerations are assessed and addressed at the earliest planning stage.
- Provide leadership and guidance to Home Managers, Maintenance Operatives and operational teams on key fire safety responsibilities, including fire door checks, testing of fire detection and alarm systems, evacuation arrangements, fire drills and Personal Emergency Evacuation Plans (PEEPs) for residents and colleagues.

Construction, Contractor and Estates Safety

- Provide senior health and safety oversight for capital works, refurbishment programmes and estates-related projects across HC-One, ensuring compliance with the Construction (Design and Management) Regulations 2015, including appropriate review of construction phase plans and clear oversight of CDM duty holder responsibilities where required.

- Lead the development and maintenance of HC-One's contractor health and safety management framework, including pre-qualification requirements, contractor induction, permit-to-work arrangements and on-site monitoring expectations, ensuring contractors working across HC-One homes and services meet agreed safety standards.
- Provide strategic guidance to Regional Surveyors, Maintenance Managers and operational teams on managing health and safety risks associated with maintenance, construction and higher-risk estates activity, including risk assessment, method statement review and safe working practice.
- Maintain strategic oversight of asbestos management arrangements across the portfolio, ensuring asbestos surveys and registers are appropriately maintained and reviewed, notifiable works involving asbestos-containing materials are managed safely, and compliance with the Control of Asbestos Regulations 2012 is achieved.

Health and Safety Training Framework

- Work in partnership with the Head of Training and Practice Development to ensure health and safety training across HC-One is evidence-based, proportionate to role-specific risks, and aligned to mandatory training requirements and regulatory expectations across England, Scotland and Wales.
- Provide strategic oversight and, where required, specialist input into health and safety awareness sessions, toolbox talks and targeted training for Home Managers, Maintenance Operatives and other key colleague groups, ensuring learning is practical, accessible and clearly linked to the hazards and risks relevant to each role.
- Champion a positive, proactive health and safety culture across HC-One, promoting a clear and practical approach in which colleagues feel confident to raise concerns, report near misses and contribute to continuous improvement in safety standards.
- Support the induction and ongoing development of Home Managers, Maintenance Operatives and relevant operational colleagues in relation to their health and safety responsibilities, ensuring they understand HC-One's health and safety framework, expectations and individual accountabilities from the outset.

Wellbeing and Occupational Health

- Work collaboratively with the Estates Director, People Director and relevant senior leaders to support a joined-up approach to colleague health, wellbeing and occupational health risk management across HC-One, providing strategic advice on workplace ergonomics, manual handling and the prevention of work-related ill health.
- Provide strategic oversight and guidance on display screen equipment assessments for central office, hybrid and home-based colleagues, ensuring arrangements remain compliant with the Health and Safety (Display Screen Equipment) Regulations 1992 and are applied consistently across relevant teams.
- Advise on the health and safety risks associated with lone working, night working, shift patterns and field-based roles across HC-One, ensuring appropriate risk assessments, controls and safe systems of work are in place to support colleagues and reduce the risk of work-related harm.

Stakeholder Engagement & Corporate Contribution

- Build and maintain strong, effective working relationships with the Quality and Governance Director, Estates Director, Regional Surveyors, Maintenance Managers, People Director, operational leadership teams and wider support functions, acting as a credible, accessible and trusted senior health and safety partner across HC-One.
- Represent HC-One professionally in engagement with the HSE, local authority environmental health officers, fire and rescue authorities and other external regulatory bodies, maintaining constructive relationships and ensuring regulatory interactions are managed appropriately and escalated where required.

Safeguarding

Safeguarding is everyone's responsibility and therefore it is important that you are able to recognise the signs which may indicate possible abuse, harm or neglect in its different forms and know what to do if there are any concerns. All colleagues are required to attend safeguarding training appropriate to their role and to undertake additional training in associated areas. You also have the ability to seek appropriate advice and report concerns, including escalation if action is not taken.

Kindness the HC-One Way

To help us understand how we need to show up to provide the kindest possible care, we have identified 5 Qualities. These are the qualities we know we can coach, support, and develop in ourselves and each other so we can support those we care for to live their best life.

We are CURIOUS: We ask questions, look for clues, and seek to understand.

We are COMPASSIONATE: We try to walk in the shoes of others to understand how we can best support them.

We are CREATIVE: We use imagination to make things happen yet remain practical.

We are COURAGEOUS: We support people to live the life they want without shying away from managing the risks that go with that.

We can be COUNTED ON: We always look for ways to be there and support those in need.

Qualifications and Skills Required

	Essential	Desirable
Qualifications and Knowledge	- NEBOSH Diploma or equivalent Level 6 health and safety qualification. - Chartered Member of IOSH (CMIOSH) - Comprehensive and up-to-date knowledge of health and safety legislation and regulatory requirements across England, Scotland and Wales. - Strong knowledge of key statutory areas including the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, RIDDOR, COSHH, CDM Regulations 2015, fire safety legislation and asbestos regulations	- Formal audit, assurance or risk management qualification. - Leadership or management qualification, or evidence of senior leadership development.
Skills	Strong communication and influencing skills, with the ability to provide clear, practical health and safety guidance to a wide range of audiences — from frontline care staff to senior leaders — and to champion a positive safety culture without being overly prescriptive or compliance-focused at the expense of pragmatism.	
Experience	- Significant senior-level experience in health and safety leadership within a complex, multi-site organisation, ideally within health and social care, healthcare, residential care or another highly regulated environment. - Proven experience of developing, implementing and embedding health and safety strategies, policies, procedures, risk assessment frameworks and safe systems of work across an organisation. - Experience of leading risk-based health and safety audit, inspection and assurance programmes, including reporting findings, tracking improvement actions and escalating significant or recurring risks. - Experience of incident investigation, RIDDOR reporting and translating learning into practical improvement actions. - Experience of line managing, coaching or providing professional leadership to health and safety colleagues or advisors.	- Experience of working with the HSE, local authorities, fire and rescue authorities or other enforcing bodies. - Experience of providing health and safety input into capital works, refurbishment projects, acquisitions or estates-related programmes. - Experience of developing health and safety training, toolbox talks, briefings or guidance for operational teams.
Personal Attributes	- Demonstrates kindness, compassion and empathy, role modelling HC-One's values and supporting a positive, respectful culture. - Proactive, solution-focused and able to take ownership of complex issues through to resolution. - Confident and credible communicator with the ability to engage, influence and build trusted relationships with a wide range of stakeholders.	- Coaching mindset, with the ability to develop confidence and capability in others. - Adaptable and comfortable working across a complex, geographically dispersed organisation.

	• Calm, resilient and balanced when working under pressure, managing competing priorities or responding to significant health and safety concerns. • Pragmatic and risk-based in approach, able to balance compliance requirements with operational realities in care home environments. • Curious and analytical, using evidence, data and insight to understand issues, identify themes and support continuous improvement.	• Committed to learning, reflection and continuous professional development.
Financial Accountabilities	Risk Accountabilities	Headcount Responsibility
N/A	N/A	Direct: 2 Indirect: N/A
Special Features		
Confidentiality		
You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law.		