

The Health and Safety Champions Role

Background

Health and Safety Champions roles vary within each practice and the specific tasks they undertake. The amount of time needed tends to depend on the following factors:

- Size and variety of activities taking place at the practice;
- Seniority of the person appointed to the role;
- Amount of administrative support available;
- Extent to which aspects of the role are shared (e.g. manual handling, COSHH and fire coordination are sometimes delegated to others);
- Extent to which the Clinical Director and Practice Manager who are ultimately responsible for Health and Safety Management at operational level take direct responsibility for certain actions (e.g. staff training, risk assessment);
- Extent to which local procedures are developed by the Health and Safety Champion and whether these are developed from scratch.
- Support and leadership from the Clinical Director and Practice Manager.

The safety champion role tends to be an interesting one, undertaken by dedicated individuals who provide a critical service for their business keeping their colleagues safe and well.

The minimum amount of time expected to be required for this role in the early stages of development is 1 day per week. Larger practices and those working towards achieving the highest standards of health and safety will need to invest significantly more time.

Below is a list of tasks that may be carried out by the Health and Safety Champion. This list is not exhaustive, or prescriptive, the Clinical Director and Practice Manager are responsible for deciding how they organise their health and safety arrangements within their practice or areas of responsibility. It is recommended that the Health and Safety Champions agree a clear list of objectives and tasks to be undertaken in the role, and that as a result, time allocations are developed jointly and reviewed periodically.

Tasks that Health and Safety Champion may undertake:

- Assisting the Clinical Director or Practice Manager in the conduct of health and safety monitoring inspections, as required in policy. This can take the form of visits to each area of the practice to complete the monitoring form, or collating results provided by others, and conducting random sample visits;
- Attending the Management of Safety in Linnaeus Group internal Health and Safety Training Course;
- Practice meetings – providing Health and Safety related agenda items for discussion at the practice meetings. This may include attendance, minutes, monitoring actions arising and assisting in, or coordinating, and the implementation of actions arising;
- Investigating health and safety accidents and incidents;

- Attending Linnaeus Group Update meetings / seminars for Health and Safety Champions and feeding back to the Clinical Director and Practice Manager information or any items for action locally;
- Policies and procedures issued centrally via SharePoint, Safety Media or teams. Tasks may include reviewing the content, commenting on documents under consultation, developing implementation plans for new policies and procedures, or leading on the implementation of plans;
- Health and safety training – tasks may include delivery of induction and refresher training, coordinating or arranging safety training and monitoring attendance rates at mandatory safety related training;
- Monitoring contractor controls, including during refurbishment works, and frequent liaison and attendance at meetings with Project Managers;
- Coordinating fire safety to include practice fire evacuation drills and monitoring the implementation of actions arising from the Fire Safety Risk Assessment;
- Monitoring the quality of general risk assessments produced and working with managers less familiar with the risk assessment process to develop risk assessments;
- Monitoring the quality of specific risk assessments (for example new and expectant mothers, lone working, display screens and manual handling) and assisting others where required where the Health and Safety Champion has the necessary competence with these assessments;
- Assisting with health and safety questions within audits and visits by external enforcement agencies;
- Submitting the monthly Health and Safety Summary Report to the Group Health and Safety Team via the Safety Media Software package in order to support the development of the Group Health and Safety Dashboard Report;
- Providing support with reports and presentations to the practice management team in respect of local Health and Safety performance;

There is a network of safety champions within the business who can provide help, guidance and support. You will find many of the documents you need in the Teams Safety Champions group. Each region is served by a regional health and safety advisor who provides support and guidance to our safety champions, so please contact them for support.

Linnaeus take safety very seriously and will provide support at the highest level to ensure our clients, patients and workforce are healthy and safe.