

<b>POST TITLE</b>	<b>HANDYPERSON</b>
<b>DIRECTORATE</b>	<b>EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP</b>
<b>SERVICE</b>	<b>CARE HOMES</b>
<b>RESPONSIBLE TO</b>	<b>BUSINESS SUPPORT OFFICER</b>
<b>NUMBER OF POST HOLDERS</b>	<b>13</b>
<b>ACTING UP/ SECONDMENT</b>	<b>N/A</b>

#### **PURPOSE OF JOB**

To provide general maintenance, DIY and general janitorial tasks that support the delivery of safe care to residents and staff within the care home. The post holder supports the care team to deliver a safe environment that promotes health, safety and well being of residents.

#### **THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

To undertake repair and maintenance tasks such as:

- Statutory maintenance and testing and keep an inventory and / or log of activity
- Undertake regular health and safety checks throughout the care home and it's environment
- Maintenance, repair and fitting of equipment, furniture, fittings and fixtures
- Assemble and dismantle equipment, if appropriate and build flat pack furniture
- Maintenance and small repairs on care equipment e.g. beds, wheelchairs, manual handling slings to ensure good and safe practice in line with legislation and regulation
- Painting and decorating resident's rooms and minor decorating work throughout the building
- General building maintenance and services
- Routine checks and testing required through legislation, local authority and departmental policy and procedures to ensure safe use of equipment e.g. hoists and slings
- Security of premises and ground ensuring such are clear and safe
- General cleaning and tidying including supporting domestic staff with heavy cleaning and reactive cleaning such as carpet shampooing
- Assist residents with minor requests of support, in agreement with the manager
- General support to the care home and care home manager for the safe delivery of care
- Routine and regular fire safety checks for the whole building

#### **THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

The post holder will have a knowledge of basic building and DIY skills and is required to have knowledge and experience of the use of equipment as necessary to carry out the posts' requirements. The post holder will have good interpersonal skills and will show compassion and kindness to residents and colleagues. They will be able to work as a team member as well as independently and they will be able to show initiative when carrying out their duties.

- Evidence of basic technical skills e.g. use of simple work tools
- Knowledge of basic building maintenance

- Knowledge of health and safety guidelines as they pertain to working in a residential care environment e.g. COSHH (Control of Substances Hazardous to Health), Legionella, asbestos and fire safety and LOLER (Lifting Operations and Lifting Equipment Regulations).
- Care knowledge and awareness of the national care standards and how they relate to the post and the SSSC Codes of Practice.
- Knowledge of adult support and protection guidelines
- Basic literacy skills, interpersonal skills, dexterity (i.e. use of tools)
- Good social and interpersonal skills with an ability to develop good, positive relationships with a variety of people from different backgrounds

#### **ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

The post holder is required to undertake all property checks within the timescales and frequency specified or required by law. They will work under the direction of the Business Support Manager or Manager but they will have short term control over their time and work on own initiative within policy, procedures and guidelines laid down by the Council or Partnership A range of statutory and departmental guidelines governing safe practice in the workplace which the post holder must be aware of and work to.

The post holder is required to work with normal physical effect e.g. required to lift and handle goods, supplies and equipment, use of small work tools e.g. screwdriver, hammer etc and there may be substantial physical effort for short periods e.g. sweeping / brushing, using carpet cleaning equipment, and the use of ladders to change light bulbs/curtains etc. Safe practice essential in the use of tools, equipment etc. to ensure the health and safety of others and Vigilance required in undertaking statutory testing and recording in terms of timescales and accuracy. 40%

The post holder is required to work internally and externally in all weather conditions and there will be some exposure to moderate noise, heat, cold, disagreeable or difficult surroundings. 25%

Working in a care home means that there is the potential of exposure to aggressive behaviour from service users and the potential of exposure to infection. It is important that care is taken to respect the privacy and dignity of service users when undertaking this role, especially with service users who demonstrate challenging behaviour. 10%

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

The post holder has no direct supervisory or management responsibilities but is responsible for the safety and security of and contractors visiting the building. They will also support and mentor any young people on placement from college.

#### **RESOURCES**

The post holder will be responsible for the care of simple work tools and equipment. They will have a lead role in identifying any threats or dangers to residents and staff and have a shared responsibility for daily maintenance and security of a building.

Post holder will work to a regular programme of work and may be interrupted. The implications of any interruption will be referred to the senior staff on duty.

#### **HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council. All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).