

CURRICULUM VITAE

CATHERINE ROWENA BROOME

Professional Membership

Institute of Occupational Safety and Health (IOSH)
Occupational Safety and Health Consultants Register
(OSHCR)

Membership Category: Chartered Member
Membership number: 131020
Registered Consultant

Qualifications

Level 2 Food Safety and Hygiene for Catering	June 2019
NEBOSH Diploma in Occupational Safety and Health (Level 6)	May 2012
NEBOSH General Certificate in Occupational Health and Safety (Level 3)	December 2008
BSc Joint Honours in Russian and European Studies	July 1998

Voluntary Work

Health and Safety Coordinator

Cheltenham Sea Cadet Unit

Relevant Employment

November 2019 – present: Business Owner, KomQAT Health and Safety Consultancy

- Providing Health and Safety documentation, training, support and advice to small and independent businesses

May 2018 – October 2019: Quality, Safety, Health and Environmental Manager, Interserve

- Developed and implemented a piece of software allowing managers to monitor compliance according to statutory and business needs using existing documentation
- Implemented, monitored, maintained and reviewed the health and safety management system
- Ensured that suitable and sufficient risk assessments were carried out as required
- Ensured that incidents were investigated so that recurrence could be prevented and so that they were reported to the HSE (RIDDOR) as necessary
- Organized and lead quarterly health and safety meetings
- Implemented workplace inspections to ensure that hazards were proactively identified and monitored
- Ensured that policies and procedures were written as necessary
- Attended regular Key Performance Indicator (KPI) meetings with our client to provide strategic input to ensure continuous improvement in quality, health and safety
- Ensured that all KPIs relating to compliance, quality, health and Safety were fulfilled
- Checked competencies of all sub-contractors employed by Interserve and kept records of all documentation required

January 2009 – May 2018: Health & Safety Advisor, Estates & Facilities Division (EFD), Gloucestershire Hospitals NHS Foundation Trust

- Provided support and guidance to all staff in complying with their moral and legal health and safety responsibilities according to their service needs
- Ensured adequate communication between managers and staff by setting up and mentoring a team of Workplace Safety Representatives from amongst the different staff groups
- Aligned health and safety management with the Health and Safety Executive (HSE) HSG65 Successful Health and Safety Management
- Created, developed and reviewed policies and procedures – both divisional and trust wide
- Wrote and presented divisional health and safety reports to the Trust Board and Trust Health and Safety Committee meetings
- Created and presented toolbox talks on relevant health and safety subjects to all staff at all levels
- Promoted a positive health and safety culture by raising the health and safety profile

- Developed both long- and short-term health and safety objectives for the Director of the Division
- Ensured that all incidents were investigated and made recommendations for improvement as required
- Monitored the divisional incident reporting database (DATIX)
- Created and advised on risk assessments throughout the division and the trust as a whole
- Set up regular divisional health and safety meetings including the terms of reference and the agenda
- Managed the divisional risk register escalating risks as required
- Provided guidance and support in identifying mitigating actions as a result of risk assessments and workplace inspections
- Organised asbestos management surveys for all properties owned by the Trust and kept the asbestos register
- Collated all divisional information required for the HSE as a result of Improvement Notices issued

April 2008 – July 2008: Health & Safety Administrator, MR Ratcliffe Consultants Ltd

- Produced risk assessments – including Control of Substances Hazardous to Health (COSHH), Fire, Display Screen Equipment (DSE), Manual Handling and Young Persons
- Kept up to date with current health and safety legislation informing management of any changes
- Implemented and managed new health and safety systems
- Ensured all contractors were properly qualified and properly insured for the work they did

October 2007 – February 2008: Assistant Safety & Quality Manager & Training Officer, EuroShip Services Ltd

- Sourced training for all crew members on board the vessels that EuroShip manage to ensure they were qualified to UK and International standards
- Conducted internal safety audits on board the vessels to ensure that they complied with current legislation and insurance requirements
- Collected and investigated all accident and near miss reports from the vessels
- Conducted and reviewed risk assessments including fire, DSE, manual handling, Personal Protective Equipment (PPE) and COSHH
- Sourced induction fire training for all new members of ship staff

January 2006 – December 2006: Communications & Logistics Officer / Operations Assistant, Deputy Safety Manager, NMF Sea Systems, National Environment Research Council

- Collected and investigated all near-miss and accident reports that came from the vessels
- Attended and took minutes for regular health & safety meetings
- Organized COSHH risk assessments for the scientific cruises
- Reviewed all risk assessments sent in from the vessels for content and accuracy
- Worked with Documented Management Systems (DMS) and updated documents as necessary
- First point of contact between the two vessels and the office
- Ordered and managed the budget for all the nautical publications and diesel for the cruises
- Organised the cruises from beginning to end by appointing agents and arranging diplomatic clearances
- Wrote the cruise directives and master's Sailing Instructions

January 1999 – December 2004: Officer of the Watch, Andrew Weir Shipping Ltd

- Navigational Officer in charge of two four hour watches a day whilst at sea and sailing
- In charge of maintaining and monitoring all firefighting equipment and lifesaving appliances
- On duty 24 hours a day, seven days a week – to include member of all emergency response parties
- Involved in organizing risk assessments for all activities, and for writing up all Emergency drills
- Practical use of Permit to Work systems including hot work, confined spaces and working at height
- Two cargo watches a day in port ensuring that any dangerous goods loaded onto the vessel were compliant with the International Maritime Dangerous Goods (IMDG) Code. I was also in charge of the safety and the stability of the ship during this time
- Using AMOS Maintenance and Purchasing database as a means for ensuring that all Planned Preventative Maintenance (PPM) was carried out as required
- Three years training (practical and theoretical) including general health and safety legislation and all Codes relevant to the International Maritime Organisation
- Training included all relevant statutory certification required for an Officer of the Watch