



# Health and Safety Officer

Start date 4 May (flexible by arrangement)



**QEH**  
BRISTOL



PRO OMNIBUS QUIQUE  
PRO DEO OMNES  
**BADMINTON**  
SCHOOL

**REDMAIDS'**  
HIGH SCHOOL  
FOR GIRLS | BRISTOL



CANDIDATE INFORMATION

# Purpose of the job

To lead a strong culture of promoting excellent health and safety standards at the schools, by:

- ensuring compliance with health and safety legislation and best practice;
- providing guidance on implementation of health and safety measures;
- providing competent guidance, training and advice to senior managers, heads of department, staff and members of the school community on health and safety issues.

## Background

Badminton School, Queen Elizabeth's Hospital and Redmaids' High School jointly employ a Health & Safety Officer. The schools are all well known within a competitive market for high academic achievement, rich extra-curricular activities and high quality pastoral care based on strong values of personal integrity and community service.

Badminton is a girls' boarding and day school, QEH is a boys' day school with a co-educational sixth form and Redmaids is a girls' day school. Further details of each of the schools can be found on their websites:

[www.badminton.school.co.uk](http://www.badminton.school.co.uk)

[www.qehbristol.co.uk](http://www.qehbristol.co.uk)

[www.redmaidshigh.co.uk](http://www.redmaidshigh.co.uk).



The post becomes available on the retirement of the current incumbent in April 2021 and the schools are seeking an experienced and high quality health and safety professional to take on this challenging, rewarding and varied role. The post-holder will have a contract of employment with QEH but will be expected to devote his/her time equally between the three schools.



The schools are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Main Duties and Responsibilities

Tasks will typically include the following, although the list is not exhaustive:

To develop, review, evaluate, implement and manage the schools' health and safety policies and procedures, ensuring that these are appropriate for purpose and meet legislative requirements and best practice.

To ensure that the schools have a robust and compliant approach to all health and safety matters, with safe systems and processes in operation throughout the schools.

To actively promote health and safety awareness throughout the schools

To advise the governors and senior managers at the schools on maintaining and updating appropriate health and safety policies.

To ensure that health and safety policies are adhered to across the schools through regular audit, inspection and other monitoring methods.

To develop good relations with all heads of department (teaching and non-teaching) and staff to embed a strong health and safety culture in all that is done at the schools. Provide health and safety guidance and advice to departmental heads and staff.

To ensure that all risk assessments throughout the schools are completed, recorded and reviewed as necessary. To provide support to staff in completing risk assessments.

To deliver appropriate health and safety training for staff and pupils to ensure that a safe environment can be maintained and to meet the schools' legal obligations. This includes providing appropriate induction training for new staff. Where specialist external training is required, to co-ordinate and manage this.

To maintain health and safety training records and ensure that training is renewed as appropriate.

To oversee fire safety compliance at the schools, including maintaining fire risk assessments and developing and implementing suitable fire safety policies and procedures.

To investigate and record incidents, accidents and near-misses, and report as appropriate, including statutory RIDDOR recording and reporting

To provide health and safety advice and guidance to staff and other users of the schools, for example contractors, visitors, parents and pupils as required.

To provide health and safety advice in relation to activities, projects, events, educational visits and trips at the schools and to work closely and collaboratively with staff overseeing such activities.

To liaise with the estates departments and oversee all health and safety issues relating to the schools' capital development projects and repairs and annual maintenance programmes.

To attend Health & Safety Committee meetings at the schools and prepare appropriate reports for these meetings.

To prepare regular health and safety reports for governors and senior managers at the schools.

To liaise with external agencies (for example: HSE; fire authorities; local authority; consultancies; insurance brokers) as required.

To carry out all administration associated with the role.

To carry out any other reasonable duties commensurate with the post and as directed by the line manager.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder. The job description may be refined in each of the employing schools.

# Terms and Conditions

Salary will be dependent on experience and qualifications in the region of £40,000. The post is full time based on 37.5 hours per week. Occasional out of office working hours may be required, for example, in the event of an emergency incident.

5 weeks' paid holiday are given in addition to bank holidays. Holidays must be agreed in advance with the Bursar of QEH who will liaise with the Directors of Finance and Operations of the other schools before confirming dates.

Membership subscriptions to IOSH or CIEH will be reimbursed. Legitimate travel and other business expenses are claimable under the school's expenses policy although the cost of travelling between the schools is not reimbursed.

QEH automatically enrolls eligible staff in its defined contribution pension scheme. Auto enrolment is at 5% employee and 3% employer contribution rates. Employees can opt for a higher employee contribution rate of 7% and the school will then match this contribution with an employer contribution rate of 7%.

A staff fee remission is available for children attending Queen Elizabeth's Hospital or Redmaids' High School.

Lunch is available free of charge during term time at all the schools.

## The Selection Process

Applicants must submit an application form, which can be downloaded from the vacancies page on the QEH website: <http://www.qehbristol.co.uk/about/vacancies/>. This should include contact details of two referees, one of whom must be the current employer. Please also submit a CV and a covering letter (maximum 2 sides – sensible font size). In the covering letter give your reasons for applying for this post and explain why you are suitable. Describe any experience and skills you have gained in other roles which demonstrate your ability and aptitude to undertake the duties of the post.

Please send completed documentation to [recruitment@qehbristol.co.uk](mailto:recruitment@qehbristol.co.uk).

The closing date is 28 February. A list of candidates will be invited for interview on a date to be confirmed.

# Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>To have relevant qualifications in health and safety such as a Masters, NVQ, BSC or NEBOSH national diploma</li> </ul>	<ul style="list-style-type: none"> <li>Membership of appropriate professional body e.g. IOSH, CIEH</li> <li>Qualified First Aider</li> <li>Educated to degree level</li> </ul>
<b>Specialist Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>Significant experience of health and safety management</li> <li>Detailed and up-to-date knowledge of the Health and Safety at Work Act and all other health and safety legislation and regulations</li> <li>Good IT skills (including Outlook, Word, Excel, OneDrive and Teams)</li> <li>Experience of providing health and safety training</li> </ul>	<ul style="list-style-type: none"> <li>Experience in schools or higher education establishments</li> <li>Experience of the application of health and safety legislation within an educational setting</li> <li>Knowledge of the requirements of the Education (Independent Schools Standards) Regulations and National Minimum Standards for Boarding Schools and experience of the Independent Schools Inspection process</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Flexible, pragmatic and constructive approach.</li> <li>Good influencing and negotiating skills.</li> <li>Ability to analyse complex problems and provide effective solutions.</li> <li>Ability to make realistic and workable judgements.</li> <li>Excellent communication skills (including written and presentation skills).</li> <li>Competent in managing budgets.</li> <li>Excellent practical technical skills.</li> <li>Ability to plan and prioritise work well.</li> <li>Ability to work to and achieve deadlines.</li> <li>Excellent attention to detail and ability to complete tasks.</li> <li>Ability to form and maintain effective working relationships.</li> <li>Experience of sourcing, liaising with, and managing specialist external contractors and service providers.</li> <li>A high level of emotional resilience and application to tasks.</li> </ul>	