



ST ALBANS
SCHOOL

ST ALBANS SCHOOL JOB DESCRIPTION

Job Title: Health & Safety Officer & Compliance Co-ordinator

Reports to: Bursar (but see below)

Department: Bursary

Date: February 2018

Purpose of Position

The primary responsibility of the Compliance Co-ordinator is to ensure that all aspects of regulatory compliance are addressed appropriately within the School.

In practice, this means that the post holder will have **clear responsibility** for Health & Safety and Fire Safety while also being the **co-ordinator** of regulatory compliance at the School. The post holder's direct line manager will be the Bursar however; they will work closely with the Headmaster and the Second Master, among others regarding School-wide compliance matters. It is not a role that has sole responsibility for compliance, nor should it be seen as an internal audit function.

Part A - Key Direct Responsibilities

1. Health & Safety

- Advising the School on health, safety, fire and environmental matters and the interpretation of relevant legislation; promoting safety awareness and good safety housekeeping practices;
- Confirming that the statutory inspections and property risk assessments are undertaken within the required timeframes; and acting on the required recommendations included within these reports;
- Collating tasks/operational risk assessments from all departments along with preparing a tracker of any actions that need to be addressed by the School, as a result of these assessments;
- Investigating accidents, incidents, near misses and dangerous occurrences;
- In conjunction with the School Nurses, oversee the maintenance and development of up to date Accident reporting procedures including statutory reporting to HSE and liaising with HSE during site visits;
- Maintaining a complete and up to date record of the status of compliance;
- Carrying out and documenting periodic site inspections of the School to satisfy themselves that the School's compliance related activities are taking place as expected. This is in addition to any independent health and safety audits carried out;
- Maintaining Asbestos, Legionella, COSHH, PPE and Dangerous Substances registers. Carry out or arrange COSHH risk assessments and update as required;

- Manage the Display Screen Equipment self-assessment process for new staff and, from time to time, existing staff with concerns providing associated advice to prevent issues;
- Seeking to improve further the general culture of the School in respect of safety, health and welfare matters;
- Maintaining a health and safety culture across the School;
- Manage the School's programme of Health & Safety training for staff, sourcing appropriate training providers;
- Providing advice on the development of the health and safety policy and practices and the development of health and safety management systems across the School;
- Advising on a range of specialist areas, e.g. hazardous substances, noise, vibration, safeguarding machinery and occupational diseases;
- Monitoring the effectiveness of department health and safety management through regular auditing of these systems;
- Establishing good relationships with the statutory bodies and liaising with them adequately and regularly;
- Preparing and presenting to the Bursar a termly report on the status of the School health and safety management systems and procedures. The Bursar will utilise this to present to the Governors with regard to the School's compliance with statutory obligations and School policies.

2. Fire Safety

- Ensure compliance with the Fire Regulatory Reform (Fire Safety) Order 2005 as amended and guidance documents relating to this, including awareness of the Building Regulations (Approved Document B and Building Bulletin 100);
- To conduct and review Fire Risk Assessments as necessary;
- To provide competent fire safety advice, guidance, training and technical support to the staff and pupils, monitoring and advising on the provision of suitable firefighting equipment in all School buildings through Fire Risk Assessment;
- To develop and implement suitable Fire Safety policies and procedures, in conjunction with relevant Heads of Department to ensure compliance with current and new legislation and recognised best practice;
- In conjunction with relevant Heads of Departments to review and, where appropriate, revise Fire Safety and other policies and fire risk assessments to ensure they remain valid, but specifically following changes to legislation or following major incidents;
- To ensure that inspection, testing and maintenance of firefighting equipment is carried out by liaising with the service engineer;
- To ensure the annual inspection and servicing of firefighting equipment takes place and that suitable records are kept and maintained;
- To develop and implement in conjunction with relevant HODs and other personnel suitable building evacuation procedures;
- To ensure that fire drills are undertaken in accordance with the School's Policy.

3. Risk and Major Incidents

- Maintenance of the School's Risk Register;
- Maintenance of the School's central records on accident and incidents;
- Reporting incidents to statutory authorities (e.g. RIDDOR) and other HSE communications;
- Member of the School's Major Incident Management Team, and managing the documentation to ensure that the preparations are kept up to date;

- Maintenance of the lockdown policy and key operator in the event of the decision for its implementation;
- Preparation of appropriate papers for, and attendance at, the meetings of the Governors' Audit & Risk Committee meetings.

4. Data Protection

- Working with the Bursar and outside consultants as necessary to ensure that the School complies with Data Protection legislation, including GDPR.
- This will be a significant topic, continuing the work of the School's working group on this topic. As this is an area of significant change, the detail on responsibilities in this area will develop.

Part B - General Compliance Coordination

Working with those responsible for ensuring that the School complies with all the regulatory requirements, such as ISI regulations (including the Single Central Register).

1. ISI Regulations

Maintaining the School's readiness for ISI inspection is likely to include the maintaining of a log of relevant information and compiling reports as required.

Maintain up to date knowledge of the ISI's Handbook "For The Inspection of Schools – Commentary on the Regulatory Requirements" and other ISI Inspection related documentation.

The Compliance Co-ordinator will enrol to be trained as an ISI Compliance Inspector so they stay up-to-date with ISI regulations and processes.

2. General awareness

Horizon-scanning to ensure that the School is aware of impending regulatory changes and is making suitable preparations to ensure continued compliance.

3. Committee Secretarial

- Co-ordinating attendance and papers for the Compliance Committee and the Health & Safety Committee;
- Recording action points from the meetings, circulating them and ensuring that they are delivered by those undertaking to carry out the action points.

4. General

- Any other tasks which the Bursar may reasonably direct.

Knowledge/Skills/Experience

The successful applicant is likely to hold a Health & Safety Qualifications and to have a strong track record in compliance within complex organisations. Key skills & experience will include:

- Experience in working in a School environment desirable
- Appropriate H&S qualifications; an expectation of NEBOSH National Diploma in Occupational Health and Safety with working knowledge of current health and safety regulations
- Experience managing and advising on H&S matters essential. Experience managing and advising on

- wider School regulatory compliance matters desirable
- Membership of relevant professional bodies desirable (CMIOSH, CLEAPSS, IIRSM)
- A high-level understanding of Data Protection responsibilities (including knowledge of the new GDPR) would be highly desirable
- Self Motivated and pro-active
- Excellent interpersonal skills, a strong influencer and good people manager with ability to inspire, gain respect and confidence of staff
- Ability to plan and view strategically
- Flexible, with a “can-do” attitude of trying to find ways of doing things, rather than taking the easy avenue of complete risk avoidance
- The ability to prioritise and ensure that the School addresses key issues without allowing them to become mired with detail
- Efficient administration and organisation skills
- Effective written and verbal communication skills, including detailed report writing
- IT literacy (Microsoft Office Word, Excel, email)

Safeguarding Children

The appointee’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Headmaster.