

## Health and Safety Officer

This job description covers the Whole School. The Whole School refers to all staff and students in the Royal Junior and Senior Schools, includes: Daycare, Nursery, Reception (the Early Years Foundation Stage (EYFS)), Pre-Prep (Key Stage 1), Prep (Key Stage 2); Senior School (Key Stages 3 & 4), the Sixth Form (Key Stage 5) and Boarding.

### Main Function

To co-ordinate, support and advise the School on all aspects with regards to Health and Safety. To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within The Royal School are adhered to.

### Role responsibilities:

Ensure a safe workplace environment without risk to health.

Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.

Ensure the School meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.

Ensure the completion and regular review of risk assessments for all work equipment and operations.

Ensure that all accidents are documented, investigated and recommended improvements implemented.

Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.

Co-ordinate the development of health & safety policies, systems of work and procedures.

Ensure full and accurate health and safety and training records are maintained.

Establish a full programme of documented health & safety inspections, audits and checks.

Advise upon and assist in establishing a structured programme of health & safety training throughout the School.

Liaise with external health & safety consultants in the provision of training programmes and health and safety services.

Liaise with the Bursar to guide the agenda for the Health & Safety Committee meetings. Ensure that all agreed action points are completed within deadlines (The Bursar will be responsible for the agenda, chairing the meeting and the formulation & distribution of minutes).



The Royal School

Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the School.

Provide regular reports to the Senior Management Team on relevant health and safety activities.

Participate in monthly meetings when required to report on relevant health & safety matters.

Liaise with suppliers i.e. Insurers, solicitors etc

Any other reasonable duties which may be required by management from time to time.

## **Fire Officer**

The Fire Officer has responsibilities to make sure the working environment is safe in case of a fire. They must check that:

Fire Doors and Fire Exits are closed, clear, unlocked and ready for use.

All escape routes are safe, unblocked and clear.

Fire extinguishers are sealed and in the correct location.

There are fire safety signs clearly in position.

Fire alarms are clear and unobstructed.

Faulty emergency lighting must be reported.

All weekly fire alarm tests should be reported if faulty.

All persons with disabilities are facilitated in the event of an evacuation.

The Fire Officer must also:

Ensure that a fire risk assessment of the premises has been completed and reviewed regularly.

Tell staff about any risks identified.

Assist the Bursar, the Deputy Principal and Compliance Officer in putting in place, and maintaining, appropriate fire safety measures.

Assist the Bursar, the Deputy Principal and Compliance Officer in planning for an emergency.

Assist the Bursar, the Deputy Principal and Compliance Officer in advising and providing staff information, fire safety instruction and training.

These job descriptions are neither exhaustive nor exclusive and may be reviewed in the future.