

Woodchurch High School

A Church of England Academy

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| Post Title: | Health and Safety Officer |
| Reporting to: | Headteacher / Business Manager |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Overall Responsibility:  | Work together with all staff to ensure that Health, Safety and Welfare objectives are achieved, promoting a robust Health & Safety environment and culture within the school |
| Job SpecificationTo create and develop a healthier & safer school site environment, by co-ordinating, reporting and advising on all aspects of Health and Safety in order to meet the regulatory requirements of the Health & Safety at Work Act 1974 and the Fire Safety Order 2005. Promoting the ethos that H&S is everybody’s responsibility. |
| Health & Safety* In relevant areas of H&S, smartly use the ‘Every’ System to ensure all H&S checks are diarised and recorded, along with evidence of legal compliance, within the Compliance Team. To assist and support colleagues in ensuring legislative compliance with regard to the Academy’s activities.
* To act as a school contact for the Fire Officer, Health & Safety Executive and other Government Organisations in relation to Health & Safety.
* To play a key role during planned and unplanned fire evacuations and lock downs. To receive feedback on the responses and consider any changes to improving the procedures.
* To monitor and periodically check that the Fire Compliance Records are up to date for all 3 buildings and to address any gaps with relevant staff within the team
* Ensure contingency plans are effective for emergency procedures, illness, accident, fire, critical or other emergencies.
* To drive and deliver outcomes within the Compliance Software System, ensuring deadlines and mandatory requirements are met, addressing any issues that arise.
* To carry out DSE assessments, as and when required, new staff, staff who move offices, appropriate review periods and act on recommendations - Recruitment/change of contract
* Ensure that all post holders and staff with special responsibility are qualified in discipline, have regard for the Health and Safety Policy for their subject or area, and for the application of procedures, arrangements and risk assessments, particularly in specialist areas (PE/Science/Technology). Micro-audits to be carried out
* To deliver induction and refresher programmes on Health & Safety and ensure staff are confident in the area of work and understand their individual responsibility
* To be responsible for reviewing, updating and developing the Health & Safety Systems and related policies up to date and ensuring all faculties understand the requirements, providing guidance.
* To write formal letters following incidents giving clear instructions for development/change/good practice
* To be a member of the safeguarding Committee, addressing safety issues within the site
* Advise the Headteacher on situations or activities which are potentially hazardous to the Health and Safety of staff, pupils and visitors and provide solutions to minimise risk
* Advise on the impact of current and emerging legislation relating to all aspects of health and safety including HASAW, fire, transport, mini-bus driving, COSHH, manual ‘handling’, working at heights and the equality act (in relation to disability and reasonable adjustments). To provide relevant updates to key staff each half term, as appropriate
* To co-ordinate, review and manage the risk assessments for the School Site, reviews to be carried out where appropriate and ensure accurate logging of the review dates. Annual reviews on key curriculum areas (PE/Science/Tech)
* To communicate, advise and work with curriculum areas to ensure they understand good practice for Health & Safety and they are familiar with policy and risk assessments.
* To review the accurate inventory of hazardous materials held on site eg. Petrol, chemicals. To include checks of validity of substance and arrange appropriate disposal.
* To termly review health and safety checks for the technology machines and equipment to ensure fit for purpose. The review to include the maintenance of records and advice of any health and safety concerns.
* Through ongoing awareness raising, promotion of H&S is everybody’s responsibility
* To monitor general Health & Safety during break and lunch times and advise the Duty Co-ordinator of any concerns.
* To provide a termly report on all areas of responsibility to the Headteacher and Governing Body, as per the Terms of Reference for the Business & Operations Committee.
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| Trips * To be responsible for Trips administration for the whole school and be named as the Educational Visits Co-ordinator (EVC)
* To liaise with the relevant body for authorisation of trips abroad, high risk trips.
* To liaise with and advise staff that are organising trips to ensure all relevant paperwork, pupil lists, risk assessments are complete before set deadlines. Prior to the trip, meet with the HT and staff to incorporate RA’s, EHCP’s etc.
* To communicate with Pupil Services Office (MM) and Additional Needs Support Officer (DST) to advise of pupils out on trips (as soon as known) for risk assessment and registration purposes.
* To advise and coach staff with regard to the organisation and responsibility of the trips process.
* To ensure staff involved in the trip have relevant qualifications on their personnel record, and renewal dates are diarised for action.
* To annually review the Trips Policy and Guidance Booklet and communicate to whole school staff
* To efficiently file all trips and relevant paperwork.
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| Inspections* To carry out and keep records of bi-annual inspections throughout the whole school premises and faculty areas and make relevant comment to the Headteacher, Curriculum Co-ordinator or member of staff, as appropriate, if any unsatisfactory situation is observed.
* Copies of inspections and recommendations to be filed electronically and follow up actions checked and reported. Actions to be reviewed within a set period.
* To carry out periodic external/internal checklists and address any issues that arise
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| Accidents* To investigate accidents and incidents and were necessary, liaise with school insurers and legal counsel.
* To be responsible for retaining incident and accident records for the whole school site and responding to claims as and report as and when required. (RIDDOR)
* Maintain a statistical database to ensure that analysis of incidents is provided to the leadership team at the end of each half term, highlighting hotspots for improvement
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| School Vehicles* To keep up to date and advise of changing legislation and rules and assist staff in achieving the required tests and licences
* To keep an accurate record of mini-bus drivers ensuring that all relevant tests are up to date, providing notice to staff for renewal. To ensure that the training

budget is appropriately distributed and not exceeded, using some internal training resources.* + Staff Driver Database inc sight of licences, renewal dates, costs etc
	+ Log issue and acceptance of the Minibus and fast tag policy
* To provide a termly financial report re hiring of additional vehicles, including minibus usage, gaps etc
* To be responsible for carrying out weekly routine minibus checks to ensure comply with road worthiness and health and safety, ensuring vehicles are serviced, maintained and comply with necessary standards and that mini bus drivers are adhering to their responsibilities.
* To support and advise the PS Office in regard to minibus books, effective usage and relevant hire of additional vehicles/insurance cover.
* To communicate with the Premises Team Staff and request a routine external/internal clean of the mini-buses.
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| CPD* To arrange appropriate Safety/First Aid training for whole school site and diarise renewals, including refresher training, administering an appropriate database (including Cleaning and Premises Staff – COSHH, manual handling, working at heights, Technology Machines, Fire Marshall etc), ensuring all records are kept up to date
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| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees. |

**December 2018**