

The Role

The Health and Safety Officer is responsible for developing and promoting a positive health and safety culture at Windsor Park CE Middle School and Oldfields Hall Middle School. They will be responsible for the effective and efficient management of all health and safety matters, including policy implementation, monitoring and inspection, risk assessment and PAT testing when required.

KEY DUTIES/RESPONSIBILITIES

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

- To develop, review, evaluate, implement and manage the Schools H&S policies and procedures, ensuring that these are appropriate for purpose and meet legislative requirements, COPs and best practice.
- To ensure that the School has a robust and compliant approach to all H&S matters, with safe systems and processes in operation in accordance with risk control hierarchy methods.
- To ensure that H&S policies are adhered to across the School through regular audit, inspection and other monitoring methods.
- To ensure that appropriate risk assessments are carried out across the School and to advise staff with risk assessment responsibilities. Maintain a central register of risk assessments and ensure regular review as required.
- To devise and deliver appropriate Health and Safety training for staff and pupils to meet the School's legal obligations. Where specialist external training is required, co-ordinate and manage this.
- To maintain H&S training records and ensure that training is renewed as appropriate
- To investigate and record incidents, accidents and near-misses, and report as appropriate.
- To provide H&S advice and guidance to staff and other users of the School, for example, contractors, visitors, parents and pupils as required.
- To oversee regular or ad hoc projects/events at the School that present higher risk to pupils and staff, for example, school productions, performances or events, and work closely and collaboratively with staff overseeing such projects/events.
- To oversee H&S matters in connection with all pupil trip/excursions and assisting staff using EVOLVE for reporting.
- To act as named EVC co-ordinator and work closely with head teachers.
- To meet with the Headteacher regularly to review H&S matters, plans and policies.
- To assist the Caretaker/Site Supervisor in all H&S issues relating to the school's repair and annual maintenance programme.
- To attend Health & Safety Committee meetings if required.
- To attend meetings of Governing Council and/or the Property Committee and any other meetings, if and when required, to report on H&S issues.
- To receive and manage external inspections from the Local Authority or other statutory bodies.
- To carry out all administration associated with the role.

- To carry out any other reasonable ad hoc task or request from the Headteacher