



Job Description

Job Title: Health & Safety Officer

Department: Operational Support

Reports To: Head of Operations

Job Purpose

The Health and Safety Officer is responsible for working proactively with staff and the Senior Leadership Team to establish and maintain safe systems of work and a safe environment for colleagues, pupils, visitors and contractors.

Main responsibilities

You will work directly with the Head of Operations and the external Health and Safety consultant, to develop and implement health and safety best practice, promote a positive culture and awareness of Health & Safety, ensure compliance with applicable Health and Safety legislation and that the School's Health and Safety Policy is implemented consistently across the organisation.

You will:

- Have an understanding of statutory Health and Safety requirements, which are to be met by the school, and ensure that all documentation is maintained to the required standard.
- Have at least 3 years' experience of working in a similar role in a multi-faceted environment with complex facilities management challenges.
- Manage routine Health and Safety activities (e.g. Workplace Inspections, Risk Assessments, Fire Safety Management, DSE assessments etc.).
- Manage the collection and storage of accident and other Health and Safety data , for the purpose of producing regular safety management GAP analysis reports, identify trends and recommend action.

- Ensure that all relevant 'reportable' accidents and dangerous occurrences (RIDDOR's) are reported to the Health and Safety Executive in a timely manner.
- Investigate or, where appropriate, assist others to investigate the circumstances and causation of all accidents, incidents, near misses and dangerous occurrences, including; the keeping formal records of the investigation, and any action taken or recommendations to prevent a recurrence.
- Monitor, evaluate and review Health and Safety Policies and Practices and develop and implement new policy and procedure documents as required.
- Manage and monitor all Health and Safety training for staff – ensuring all induction and mandatory refresher training is up to date and appropriately recorded.
- As fire officer, you will ensure that all fire wardens are appropriately trained, and that fire drills and evacuation briefings are carried out at the commencement of each term. Also, you will ensure that all Fire Risk Assessments are maintained and updated, and you will liaise with external fire safety consultant.
- Attend key Health and Safety meetings (including preparation of quarterly report), and other stakeholder meetings where requested to do so.

Reporting

- To lead and report on the ongoing School's Health and Safety Action Plan.
- Co-ordinate the issuing of notifications where required to the Health and Safety Executive or other relevant statutory bodies.
- To work with staff to ensure risk assessments are prepared and reviewed as necessary.
- To carry out audits to evaluate the effectiveness of Health and Safety systems and procedures and identify and implement improvements.
- To advise the Senior Leadership Team on the implications of current and emerging health, safety and welfare legislation, including evaluating options, making recommendations and generating action plans to ensure compliance.
- Communicate effectively with the School external Health and Safety and fire safety consultant

Support

- Support managers to maintain safe systems of work and implement best practice, including providing specialist advice, coaching and practical support as needed.
- To consult with employees on Health and Safety, and Fire Safety issues and support the School's Health and Safety Committee.
- To assist managers in implementing Health and Safety systems and procedures to meet specific requirements, such as accident reporting and the Control of Substances Hazardous to Health (COSHH).
- To access professional support and guidance from other relevant organisations and external sources as necessary.

Development

- To contribute to the ongoing development and delivery of the School's Health & Safety Action Plan.
- To identify and assist in meeting appropriate employee training needs.
- Ensure your own professional development is maintained.

Skills/Knowledge

You will:

- Experience of working in a similar role in a multi-faceted environment with complex facilities management challenges;
- Hold NEBOSH general certificate (or IOSH equivalent) along with membership of a recognised professional body.
- Have or working towards NEBOSH fire certificate (or equivalent) would be desirable, but is not essential.
- Have proven excellent communication skills including training and guiding staff/colleagues in Health and Safety practice;
- Have the ability to prioritise workload and effectively communicate with senior management
- Familiarity with appropriate guidance and standards such as HSG65 & ISO 45001

- A “can-do” and proactive attitude, and positive approach to problem solving
- Salary will be determined by experience and aptitude for the role.

Qualifications

Hold an appropriate Health and Safety qualification (e.g. IOSH or NEBOSH) along with membership of a recognised professional body.

Additional Requirements for the role

This job requires:

- Protection of Vulnerable Groups Scheme (PVG) Registration

The Protecting Vulnerable Groups (PVG) scheme is managed by Disclosure Scotland. It helps ensure people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups.