

## JOB DESCRIPTION

Job Title: Health and Safety Officer

Responsible to: Deputy Principal – Corporate Services

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### Main Purpose of the Role

The Health and Safety Officer is responsible for ensuring a safe and healthy environment for students, staff and visitors at the college. This role involves developing, implementing and monitoring health and safety policies and procedures, conducting risk assessments, and ensuring compliance with all relevant regulations and standards.

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### Main Duties

#### Strategy, Policy, Compliance and Procedures

- Be familiar with all H&S standards that compliment relevant legislation, statutory regulations, procedures and best practice.
- Develop, review and update the College's Health and Safety strategies, policies, procedures and guidance including Pandemic and Infection Control
- Understand the colleges curriculum, pastoral, student support and business support functions to ensure the Health and Safety Policy is appropriate and effective
- To ensure that the College is complying with current health and safety legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of learners, staff and visitors.
- To join the local Health and Safety Committees and attend external conferences and network meetings.
- Produce periodic reports for SLT and Governing Board, attending meetings as required

#### Policy Implementation

- Support all college departmental managers to devise departmental health and safety policies, guidance, documentation and procedures
- Support all college departmental managers in devising departmental H&S Induction Training Materials and documentation

#### Training, Induction and Education of Staff and Student

- Develop and deliver H&S induction programmes, guidance and materials to staff immediately on their employment at the college
- Organise and conduct Health and Safety training sessions for staff
- Promote awareness of Health and Safety issues throughout the college community

#### Health and Safety Monitoring

- Establish and facilitate regular meetings of the Health and Safety Committee, formulating agendas, chairing meetings, disseminating information, recording and monitoring the implementation of actions
- Carry out periodic audits of departments to ensure Health and Safety Practices are adhered to and documented evidence is held.

#### Risk Assessments – Cross College

- Prepare, review and update risk assessments for all cross-college activities
- To conduct regular health and safety audits within departments and around all College premises, reporting findings to the SLT
- Carry out regular inspections of college facilities, paying particular attention to high-risk areas such as Science Laboratories and Stores, Sports Facilities, Art Facilities, Performing Arts Theatre
- Ensure all equipment and facilities meet safety standards
- To advise on, produce and monitor risk assessments for all departments across the Sixth Form and ensuring that these are regularly updated.
- Identify potential hazards and implement corrective measures to mitigate risks

#### Risk Assessments – Offsite Activities/Trips/Work Experience

- To advise/assist organisers with the preparation of risk assessments
- To review and approve employer Risk Assessments prior to student work experience placement

#### Incident management

- Develop, review and update procedures and documentation for reporting and recording accidents, incidents and near misses
- Investigate accidents, incidents and near misses and prepare detailed reports
- Recommend and implement improvements to prevent reoccurrences

#### First Aid

- Prepare, review and update a whole college First Aid Risk Assessment
- Maintain records of First Aid trained staff, ensuring all staff hold a current valid first aid qualification in accordance with college policy
- Organise Annual First Aid training for staff
- Support the Senior First Aider in their role, undertaking their duties as necessary

#### Emergency Preparedness

- Develop, review and update the Fire Risk Assessment
- Develop and implement emergency response plans including fire drills, lockdowns and evacuation procedures
- Ensure the college has an effective Fire Marshall function, organising training where necessary and ensuring
- Coordinate with local emergency services and conduct regular drills
- Ensure regular testing of evacuation and invacuation systems, recording test outcomes and implementing corrective actions immediately where appropriate

#### Staff Health and Safety

- To liaise with the Human Resources department on any additional support and reasonable adjustments employees may need and undertake Display Screen Assessments.
- Ensure relevant staff carry out training specific to their roles e.g.
  - Lifting and handling
  - Working at Height
  - Lone working
  - COSSH
  - Ladder training

### Repair and Maintenance of Buildings and Facilities

- Ensure all programmed work is carried out at times to minimise risk to staff and students
- Ensure appointed contractors hold relevant Health and Safety certification
- Review and approve RAMS prior to commencement of works
- Establish safety protocols for all contractors on-site