



Job Description

JOB TITLE	Health and Safety Officer
JOB FAMILY	Facilities
HOURS	37 Hours Per week
REPORTING TO	Head of Estates and Health and Safety
RESPONSIBLE FOR	NA

Job Purpose

To provide support on trust-wise Health and safety issues, visits, audits and inspections of academy premises.

To assist the Head of Estates and Health and Safety in the health and safety administration and the day to day running of the Thinking Facilities team.

To provide remote and face to face advice and guidance to academies on their management and application of health and safety legislation and best practice.

To provide advice and guidance on new buildings related Health and Safety.

Duties and Responsibilities

Key Accountabilities

- To provide support to headteachers and staff with Health & Safety responsibilities to implement local Health and Safety arrangements, policies, procedures, Department for Education requirements and statutory compliance.
- To liaise where necessary with external bodies such as HSE, emergency services and insurers
- To carry out annual physical inspections of academy premises, auditing against statutory compliance and Trust policy.
- To conduct reviews as part of the Trust's compliance management and where required and write follow-up reports.
- To review compliance paperwork and prepare reports and key recommendations for rectification
- To review and assess external Health and Safety reports and fire risk assessments provided by the Trust appointed external compliance company, working with academies to provide solutions and close arising actions.
- To work with academies to develop their Health and Safety Management systems in line with the Trust's Policy and Practice
- To lead on fleet management and administration to ensure Trust vehicles meet statutory requirements. To ensure staff MIDAS training is kept up to date and training providers are identified, managed and communicated to staff.



- To proactively manage workload, meeting required deadlines and priorities.
- To be willing and able to travel to all Trust sites to attend emergency site meetings/visits as deemed necessary, without notice
- To use knowledge and experience of health and safety within schools to problem solve, with an awareness of the wider impact of solutions.
- To work with the Head of Estates and Health and Safety and Thinking Facilities team to ensure academies meet their required levels of statutory compliance. To update the compliance tracker used by the Trust across all schools
- To escalate key risks arising from the academy visits, site inspections, reports or external consultations to the Head of Estates and Health and Safety.
- To undertake internal audits and reviews of academy premises, auditing against academy policies, procedures and statutory guidance. To produce summary reports to follow-up working with senior leaders.
- To interpret and ensure understanding of Health and Safety legislation keeping up to speed on changing legislation, guidance and best practice.
- To provide support and guidance to academies with regards to educational visits, ensuring compliance with associated policies and legislation. To provide administration of the evolve system for all schools within TSAT
- To provide general health and safety advice and guidance following consultation with the Head of Estates and Health and Safety.
- To work with the Head of Estates and health and Safety and Thinking Facilities team to prepare templates to assist academies in addressing their Key Health and Safety risks, being compliant with Health and Safety obligations.
- To attend site visits to newly constructed academies and those still under construction, working with Key stakeholders on building-related Health and Safety and Fire Safety Issues
- To support the Head of Estates and Health and Safety in the collation of Trust-side risks for reporting to the Operations Committee
- To establish, complete and maintain an accessible library of risk assessments that can be used across the trust.
- To review risk assessments, to ensure they are suitable and sufficient and provide feedback as required.
- To review Health and Safety policies and procedures to ensure they are fit for purpose
- To maintain spreadsheets and databases where required
- To contribute to the development of training materials and where required, deliver training to groups of school staff, leaders and new employees.
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Other Areas of Responsibility

- To undertake the role in a Trusted, Solution Focused, Approachable and Timely manner to meet the delivery objectives of the department and wider Academy Trust.
- To actively promote the Trust's Equal opportunities Policy and observe the standard of conduct which prevents discrimination taking place.



- Create, maintain and develop positive and effective working relationships both with and between pupils, colleagues, parents and carers, governors, Trust members and other stakeholders.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and



young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Health & Safety Advisor

Name:.....

Signed:

Date: