

Job Description

Job Title: Health and Safety Officer

Reports to: Director of Learning - Science

Location: Leigh Academy Rainham

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

To foster a proactive safety culture, ensuring that the environment is prepared for emergencies and that every student, staff member, and visitor is protected through diligent monitoring and administrative excellence.

Key Responsibilities:

- Ensuring a fire drill this is carried out three times a year with the Principal.
- Ensuring a lockdown drill this is carried out every 6 months with the Principal.
- Check the Compliance sheet is being kept up to date each module and chase staff for completion of tasks.
- Organise Health & Safety Committee meetings and ensure these meetings occur 3 times a year (attendance is mandatory).
- Ensuring risk assessments are annually reviewed by all departments. All events that take place must have a risk assessment.
- Ensure PEEPS are in place for students or staff members (working with inclusion).
- Fire Evacuation Plan/ Fire marshals - annual review of plan with the Compliance Manager. Fire marshals must complete fire marshal training on Thrive on an annual basis (September). Check and record taken place.
- Lockdown Plan - annually review with the Compliance Manager.
- Accident & Incident Reporting - staff who upload accidents to Bromcom have completed the Thrive training and are recording accurately.
- First Aid boxes - Checks are being carried out every module and updating them.
- Thrive and CPD - check staff are completing all allocated training and up to date with training.
- Review number of first aiders and share with staff, ensure trained and that records of training are up to date
- Review procedure for using defibrillators - annual task
- Work Experience - health & safety checks are in place for all students placements

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

