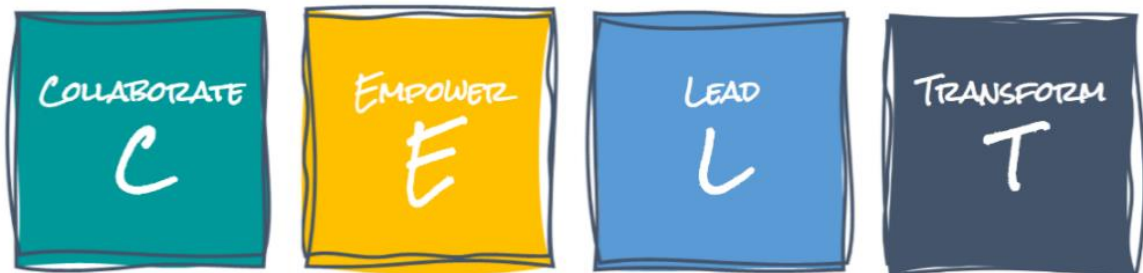




Health and Safety Co-ordinator

Job Description & Person Specification



Job Description

Reporting to:	Headteacher
Key Contacts:	Leadership Team, Teachers, Support Staff, Students
Location:	Based between two of our secondary schools, but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust
Salary Grade:	H

Core Purpose:

To ensure that the school environments are safe, meet all appropriate frameworks and are compliant with current Health & Safety legislations and policies, including first aid requirements. To have an oversight of all risk assessments, reporting and staff training to ensure these elements are performed to the highest standard.

Principal Responsibilities:

- ❖ To support and apply the CELT Health and Safety policy and procedures to the schools.
- ❖ To ensure compliance with Health and Safety policies and procedures across all areas of the school sites.
- ❖ Develop, publish and share with members of staff, specific Health & Safety procedures for high risk activities within their departments, including Science, Design Technology, PE and Art.
- ❖ Ensure compliance with specific Health & Safety procedures in high risk areas, such as Design Technology, including regular checks of machinery to ensure safe working order.
- ❖ To ensure all staff receive training in Health and Safety matters (including H&S Induction, DSE, fire safety, offsite visits, manual handling, asbestos awareness and use of ladders/working at height). Ensure ongoing training needs of school staff are monitored and training opportunities are recommended where required.
- ❖ To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- ❖ To ensure the appropriate use of chemicals and COSHH are operated safely, with staff being trained accordingly.
- ❖ Resolve any health and safety or welfare problems referred by members of staff, informing the Headteacher of any problems to which satisfactory solutions cannot be achieved with the resources available.
- ❖ Ensure compliance with all statutory requirements and inspections, to mitigate and assess associated risks and action corrective works as and when necessary. Check that all inspections are carried out within specified timeframes and accurately recorded.
- ❖ Check the adequacy of procedures for both emergency evacuation and emergency lockdown of the school sites, developing and updating as necessary, in liaison with the Site Manager and Headteacher. Ensure that fire precautions are adequate and a copy of

the Fire Action Notices and emergency evacuation assembly point(s) are prominently displayed in all rooms and areas.

- ❖ Establish acceptable housekeeping and safe storage standards in all areas of the Academy.
- ❖ To oversee the Accident and Incident Reporting procedures for the school sites, ensuring that all accidents and incidents (including near misses) are promptly reported and investigated using the appropriate forms and procedures.
- ❖ Ensure appropriate actions are taken for conscious non-compliance to statutory legislation and Trust/school policies, referring any such matters to the Headteacher.
- ❖ To have an overview of the procedures for the creation and issuing of Personal Emergency Evacuation Plans (PEEPs), working closely with relevant staff to ensure these are completed to the required standard and in a timely manner.
- ❖ Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS2, AfPE3 and ensure that all staff are aware of, and make use of, such guidance.
- ❖ Maintaining the schools' risk assessment systems, ensuring completion and regular reviews following expiry and/or significant changes or incidents.
- ❖ To support the management and standards of performance delivered (including Health & Safety standards) of the cleaning and catering services provided by external contractors.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> ❖ Attainment of 5 GCSE qualifications, including English and Maths at Grade C or above (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude 	<ul style="list-style-type: none"> ❖ NEBOSH National General Certificate or higher ❖ Further relevant qualifications and/or training relating to Health & Safety and Risk Assessments 	Application Form / Interview
Experience	<ul style="list-style-type: none"> ❖ Experience of working in a Health & Safety / Risk Assessment role 	<ul style="list-style-type: none"> ❖ Experience of working in a secondary school or educational environment and knowledge of the Health and Safety requirements of such an environment / site ❖ Experience of accident investigation and RIDDOR 	Application Form / Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> ❖ Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people ❖ Demonstrates an awareness, understanding and commitment to equality and inclusion ❖ Up-to-date knowledge of Health & Safety / Facility Management, or equivalent and relevant qualifications ❖ Attention to detail, ability to work to a system of processes and procedures, recording, reporting and providing information accurately and promptly ❖ Excellent ICT skills, with experience of working with Microsoft Office applications ❖ Effective written and oral communication skills ❖ Strong organisational and administrative skills 	<ul style="list-style-type: none"> ❖ Up-to-date knowledge of Health and Safety Law ❖ Understanding of fire risk and legislation ❖ Understanding and experience of COSHH 	Application Form / Interview

Personal Qualities	<ul style="list-style-type: none"> ❖ Awareness of own competencies and limitations; the ability to seek appropriate advice at an early stage ❖ Good time management, ability to work to deadlines and flexibility in approach to working in a busy environment with frequently changing priorities ❖ Ability to work both as part of a team and on own initiative, without supervision ❖ Ability to work with professionalism and confidentiality at all times 		Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> ❖ Collaborate – ability to work effectively as a team ❖ Empower – ability to take initiative and problem solve in order to improve performance ❖ Leadership – To lead by example and achieve shared goals ❖ Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview



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