

# CHARLES KINGSLEY'S (CE) PRIMARY SCHOOL

## HEALTH & SAFETY OFFICER ROLE PROFILE FORM

<b>DEPARTMENT</b>	Education (Schools)
<b>ROLE TITLE IN FULL</b>	Health & Safety Officer
<b>ROLE REPORTS TO</b>	School Business Manager
<b>ROLE PURPOSE</b>	The Health & Safety Officer plays a vital role in ensuring the safety and well-being of young children, staff, and visitors. Responsible for developing and implementing effective health and safety policies and procedures in line with current legislation and best practices.
<b>ACCOUNTABILITY HEALTH &amp; SAFETY</b>	<ul style="list-style-type: none"> <li>• Maintain current knowledge and ensure compliance with: <ul style="list-style-type: none"> <li>- Relevant Health &amp; Safety Legislation</li> <li>- HCC Corporate &amp; Child Services requirements</li> <li>- HCC Child services Health</li> </ul> </li> <li>• Manage Health &amp; Safety records</li> <li>• Archive records as per the retention statement</li> <li>• Attend a termly site inspection with the H&amp;S Governor and School Business Manager and write a report of the findings</li> <li>• Liaise with Caretaker to ensure all routine Legionella related activities are being carried out and recorded.</li> <li>• Liaise with Caretaker to ensure all routine Asbestos related activities are being carried out and recorded.</li> <li>• Act as nominated responsible person for Asbestos register</li> <li>• Liaise with Fire Safety Coordinator to ensure all routine Fire checks are carried out including termly fire drills.</li> <li>• Assist in the preparation of the Fire Risk assessment and other Fire safety plans</li> <li>• Manage H&amp;S training to ensure staff are adequately trained, including annual training plan</li> <li>• Maintain Training Matrix to record training undertaken by staff</li> <li>• Undertake risk assessments as required</li> <li>• Maintain and review School Risk assessment suite, generating new assessments as hazards identified</li> <li>• Regularly review substances in use for hazards (COSHH)</li> <li>• Maintain work and access equipment register and ensure equipment is safe to use</li> </ul>
<b>Additional</b>	<p>Be aware of and comply with school policies and procedures relating to child protection, accessible access, health, safety and confidentiality, reporting all concerns appropriately.</p> <p>Be familiar with county council/school health and safety requirements and ensure these are consistently met by those using the site</p> <p>Attend training as required</p>