

## JOB DESCRIPTION

| Employment Details |                           |
|--------------------|---------------------------|
| Job Title          | Health and Safety Officer |
| Reports to         | Health and Safety Manager |
| Salary Band        | WHF NJC N Grade           |

### Safeguarding Commitment:

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.*

| Purpose of the Role   |
|---|
| To support in providing health, safety and environment management services, supporting all services and departments within The White Horse Federation (TWHF) on all aspects of the health and safety management system, risks, policy, performance standards and compliance and external standards. |

| Responsibilities   |
|--|
| <ul style="list-style-type: none"> <li>To support the monitoring and assurance that, so far as is reasonable, TWHF fulfils its statutory, regulatory and internal policy obligations with respect to health, safety and environment at work.</li> <li>Provide professional health and safety advice and support under the direction of the Health &amp; Safety Manager</li> <li>To provide professional advice, policy, guidance and support to management teams and managers throughout TWHF on all aspects of health and safety.</li> <li>To support the development, implementation and review of TWHF policies and procedures to ensure they align with service objectives and values, comply with legislative requirements, and aim to eliminate or minimise risks to staff and service users.</li> <li>To support and mentor TWHF in fulfilling its health and safety responsibilities.</li> <li>To support the monitoring of compliance with relevant legislation for key areas of risk to TWHF and advise on appropriate measures where non-compliances are identified that could have serious implications for TWHF and its service users.</li> <li>To support the development and delivery of a programme of compliance audits across premises sites to help assess adherence to policies, procedures and statutory requirements.</li> <li>To support the maintenance and review of the health and safety management system, contributing to continuous improvement across service areas and departments.</li> <li>To support the monitoring of health and safety arrangements and performance across service areas and departments, promoting compliance with statutory, regulatory and internal requirements.</li> <li>To act in a supporting capacity as a Health and Safety advisor, contributing to the development and effectiveness of the health and safety management system, policy standards, external accreditations, and performance reporting.</li> <li>To support the development and implementation of positive safety, health and environment strategies and plans for TWHF.</li> </ul> |

- To interpret legislation and provide guidance, advice and clear communication at all levels of the organisation on relevant health and safety requirements and best practice.
- To support the undertaking of risk assessments and mentor staff in producing suitable and sufficient assessments, providing guidance to facilitate the process.
- To support the development and implementation of an effective educational visits risk management system, ensuring key risks are identified and managed, and to provide advice to schools on educational visits.
- To promote the reporting of accidents, incidents and near misses, and support the review and analysis of accident data to identify trends and inform improvements.
- To support the design and delivery of appropriate in-house health and safety training for managers and staff.
- To support liaison and consultation with key stakeholders, including union representatives and external partners linked to TWHF.
- To support the development and maintenance of effective business partnering relationships with schools, contributing to meeting expectations and adding value where possible.
- To support the implementation of the One WHF functional approach across all schools, particularly within Secondary settings, working collaboratively with Principals and central support functions.
- Contribute to the overall ethos/work/aims of the school and federation
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Provide a high level of customer service to all stakeholders
- Represent TWHF at management related meetings and forums and act as its H&S Advisor
- To undertake day-to-day decisions in determining prioritisation of risks.
- To provide advice and guidance to management teams, staff, contractors and stakeholders.
- The post-holder will be required to work across the organisation in ensuring the aims and objectives of TWHF are achieved.
- The post-holder should be contactable outside normal working hours. He/she will be expected to respond appropriately in the event of emergencies arising at any time.
- The post holder will be required to regularly visit all schools and be able to access all parts of the school.

#### Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

### Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

### General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

### Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.*

|                               |  |                        |  |
|-------------------------------|--|------------------------|--|
| <b>Developed by:</b>          |  | <b>Issue Date:</b>     |  |
| <b>Post Holder signature:</b> |  | <b>Signature Date:</b> |  |

## PERSON SPECIFICATION

### Qualifications and Training

| Essential  | Desirable  |
|--|--|
| <ul style="list-style-type: none"> <li>• Relevant Health and Safety qualification at a relevant standard for the role, e.g. IOSH, NEBOSH certificate or equivalent.</li> <li>• Specific training in a specialist area – e.g. Legionella, Asbestos, Fire Safety</li> <li>• Good numeracy and literacy skills – GCSE (Grade C / 4) in Maths and English (or equivalent)</li> </ul> | <ul style="list-style-type: none"> <li>• Able to self evaluate learning needs and actively seek learning opportunities.</li> <li>• NEBOSH certificate or equivalent</li> </ul> |

### Skills and Experience

| Essential  | Desirable   |
|--|---|
| <ul style="list-style-type: none"> <li>• Experience of working in a similar role, ideally within education or similar environment.</li> <li>• High level of customer service.</li> <li>• Ability to make decisions and follow policy / guidance.</li> <li>• Able to work to tight deadlines and/or within specific legislation.</li> <li>• Excellent communicator with the ability to support the direction of health and safety at all levels, impacting a positive safety culture.</li> <li>• Experience of safety management in the public and/or voluntary sector.</li> <li>• Good knowledge and use of IT systems including Microsoft Office suite.</li> <li>• Full, clean driving licence, own vehicle and ability to travel to multiple sites.</li> <li>• Flexibility and adaptability to changing situations.</li> <li>• Able to negotiate and consult effectively, able to maintain confidentiality and trust.</li> </ul> | <ul style="list-style-type: none"> <li>• Able to organise, lead and motivate a team.</li> </ul> |

### Specialist Knowledge

| Essential  | Desirable   |
|--|---|
| <ul style="list-style-type: none"> <li>• Knowledge and experience of recognised health, safety and environmental management systems (e.g. HSG 65).</li> <li>• Knowledge and experience of relevant regulations, Codes of Practice and legislation.</li> <li>• Experience of managing key risks including asbestos, legionella and fire safety to ensure legal compliance.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality.</li> <li>• Capable of clear and concise guidance in all matters relating to Health and Safety strategy and management.</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> |

### Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.