

Job Description

Job Title	Health & Safety Officer
Grade	PO6
Reporting To	Manager – Health, Safety & Wellbeing
JD Ref	CSUP0032P

Purpose

Provide professional advice, guidance, and support primarily to Headteachers and Governors on occupational safety, health, and welfare.

Support head teachers to ensure compliance with UK/EU health and safety legislation, local authority policy and guidance, national standards, and best practice.

Contribute to the development of an effective health and safety management system throughout schools. Part of the role and key tasks may also include providing similar support within the Council.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Duties & responsibilities:

School tasks

1. Interpret legislation and school related guidance to ensure policies and guidance are up to date. Provide advice on health and safety legislation to support Headteachers and Governors with the management of health and safety.
2. Lead on the development and delivery of bespoke training to school staff, Headteachers and Governors on matters of occupational health, safety, and welfare.
3. Lead on the development and delivery of specific health and safety compliance audits of schools in accordance with the Schools Health & Safety Framework Policy, management arrangements, and national standards. Providing verbal and written feedback and advice.
4. Review management of fire safety risk assessments, action plans etc of school premises as required by the Regulatory Reform Order and provide verbal and written feedback and advice.

5. Investigate serious accident and incidents as necessary, using root cause analysis techniques and share findings. Investigate insurance claims and provide detailed findings and advice. Report specified injuries and illnesses under Reporting of Injuries, Disease and Dangerous Occurrence Regulations (RIDDOR) to the Health & Safety Executive (HSE) and provide accident statistics/analysis for management.
6. Ensure health and safety performance issues with schools or Council services is communicated in a timely manner and escalated within local Council procedures.

Council tasks

7. Carry out occupational hazard monitoring to measure levels of the hazard e.g., noise and vibration. Analyse and interpret data and provide guidance and advice to management so that the risk can be managed and complies with legal requirement.
8. Provide competent advice to the Wirral Events Safety Advisory Group for public events, and support programmes of compliance checks as required.
9. Provide support to services to identify and implement solutions to health and safety issues and challenges.
10. Work with the Health, Safety & Wellbeing Manager on the upkeep of the Council Health and Safety policy and take a lead role in the review and development of new H&S guidance and procedures.
11. Work in partnership with the wider Council and multi-agency groups including HSE, National Health Service (NHS), Public Health England, Department for Work & Pensions (DWP), Merseyside Police, Ambulance Service, Merseyside Fire and Rescue Service (MFRS), Risk & Insurers, Academies, Private Funding Initiative Contractors, Trades Unions, Professional Associations and Volunteer Groups to assist in the development of common policies and procedures, exchanging information and best practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications:

- **Essential:**
- Recognised diploma at level 6 (or equivalent) or above in Occupational Health and Safety Management.
- Demonstrable continuous professional development (CPD) record with an appropriate national recognised body.



Desirable:

- Hold a recognised auditing qualification.
- A qualification/knowledge of events safety
- A recognised qualification in delivering training.
- A recognised qualification for undertaking fire risk assessments.
- Working towards Chartered Member of IOSH or other relevant professional body.

Knowledge & Skills:

Essential:

- Knowledge of UK health and safety legislation.
- Confident communicator, with highly developed interpersonal skills to all levels of management, employees, and other professional colleagues to provide advice, guidance and support.
- Able to persuade and influence in challenging circumstances.
- Excellent planning, time management and organisational skills with the ability to prioritise work yet flexible to changing needs.
- Clear understanding of what excellent customer service looks like.
- Excellent written skills with attention to detail, accuracy, and ability to adapt style to audience.
- Able to produce high quality written reports for Headteacher's, senior managers and Committees.
- Interpret legislation to produce policies & guidance and provide accessible information for employees and management.
- Ability to collate and analyse information, identify trends and incidences of non-compliance, and recommend and implement solutions.
- Ability to demonstrate confidentiality, empathy, and sensitivity.
- Skilled in use of Microsoft office applications, IT, internet, and intranets.

Desirable:

- Auditing health of safety management systems.
- Developing and delivering H&S training
- Fire risk assessment and passive fire control systems
- Events safety

Experience:

- Delivering health and safety advice in a diverse large sized organisation.
- Providing advice and guidance on complex safety, occupational health and welfare issues to ensure effective resolution and compliance.
- Working within a health and safety management system, developing policies and procedures.
- Working with external agencies and partner organisations
- Demonstrable experience undertaking inspections and monitoring health and safety compliance. This will include the production of written reports, feedback, action plans and general support and guidance to a high standard.
- Investigations following reports of accidents & incidents to complete RIDDOR reports, including taking of witness statements, and provide advice to risk and insurance.



Desirable:

- Proven experience of providing competent health and safety advice and guidance within a local authority or other similar large organisation to service managers, employees, Headteachers, school Governors and staff.
- Experience of delivering advice and support within a Service Level Agreement.
- Demonstrable ability and experience of fire safety legislation and providing advice and support for small and medium sized premises and provide detailed reports with advice and action plans for remedial works.
- Auditing of compliance including school or educational environments.
- Assessing for event safety

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Working at Heights
- Lone working
- Working outside
- Work with VDUs (Video Display Unit)
- Vocational Driving

Approved By: Lorraine Adamson

Date Of Approval: 17/11/2023

