

Post title: Health and Safety Manager
School: Link School
Pay Range: **Grade 6**
Line manager: Director of Resources
Hours: All Year Round

Main Purpose

The Health and Safety Manager, under the direction of the Director of Resources will take a major role in:

- Being instrumental in delivering health and safety policy and practice in the form of a structured and robust health and safety management system. They will manage the health and safety function at The Link School be responsible for the health and safety management systems and promote safe working practices. They will develop and maintain health and safety standards; provide advice and guidance regarding compliance with relevant statutory requirements, legislation and regulations, and promote best practice in accordance with sector and professional standards.
- Responsibilities will also include policy development, performing health and safety audits, supporting investigations, manage risk assessments and DSEs, lead on the school's combined Health and Safety Committee as well as on working groups for the delivery of specific health and safety projects. They will also be required to prepare and present health and safety reports and maintain the health and safety risk register. The Health & Safety Manager will be responsible for designing and delivering effective health and safety and related training, including staff health & safety inductions.

Responsible to:
Headteacher, Head of School, Director of Resources

Main duties and responsibilities

- Advise on health and safety matters, keeping the school and key stakeholders informed of current legislation and regulatory requirements, professional codes of practice, health and safety guidance and changes in best practice as appropriate
- Promote and champion a strong and robust health and safety culture across the school, ensuring a consistent professional approach to the management and knowledge and understanding of health and safety compliance.
- Advise, monitor and support staff in the promotion of health and safety conscious practices, make recommendations for actions where appropriate, in efforts to reduce accidents and near misses.
- Keep abreast of external factors which may affect the School including the interpretation of current and forthcoming Health and Safety legislation and regulatory requirements, including professional codes of practice, sector guidance, advising on its application to School policies, procedures, activities and practices.
- Establish and maintain a system of safety inspections/audits in conjunction with responsible managers for buildings, equipment, practices and personnel to ensure compliance with the Health and Safety at

Work Act 1974 and any other relevant legislation, statutory instruments and codes of practice which are applicable. Make recommendations for changes to practices where necessary.

- Liaise with Senior Leaders and advise as appropriate in monitoring the activities of contractors working on behalf of the School, to ensure compliance with statutory regulations, Codes of Practice and safe working procedures.
- Advise on, review and support the completion of Risk Assessments across the School as required in the development, review and maintenance of a School H&S Risk Management Register; advising and supporting managers in undertaking the risk assessment process in their areas of responsibility.
- Participate in the identification of training needs within the School, such training to relate mainly (but not exclusively) to health and safety at work and participate in the evaluation and monitoring of training and developmental activities in liaison with the Head Teacher.
- Design, organise and deliver H&S training including staff health & safety inductions to meet identified training needs as required in liaison with colleagues and ensure that appropriate records are maintained.
- Liaise with the Director of Resources, in their role as operational 'first line of defence', to advise on and oversee the continual monitoring and review of fire policies and procedures. The post holder, as part of the 'second line of defence', will recommend changes based on best practice when required.
- Work with the caretakers to ensure the site is well maintained
- Carry out other duties as may reasonably be required by the Head Teacher, Director of Resources or Senior Leadership Team.
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Professional Values and Practices

- Working collaboratively with colleagues as part of a professional team, carrying out role effectively, seeking support and advice where necessary
- To manage the work of the admin team members.
- Line Management and Performance Management of admin team members.
- Reflecting on and seek to improve personal practice
- Working within Link School policies and practices, being aware of legislation relevant to personal role and responsibility
- Recognising equal opportunities issues as they arise and responding effectively in line with Link School policy and procedures
- Building and maintaining successful relationships with stakeholders.
- Being aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Safeguarding / Child Protection:

- Supporting the school's safeguarding procedures and policies by pro-actively ensuring visitors are wearing appropriate lanyard.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons
- Be aware of additional vulnerabilities of the learners who are Autistic or have other SEND needs
- To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.
- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.

- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow (Sunderland Safeguarding Partnership Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

Professional Values and Practices

- Have due regard to confidentiality, safeguarding procedures, health and safety as well as the policies of the governing body and local authority
- Have high expectations of all learners, respecting social, cultural and ethnic backgrounds, and being committed to raising their educational achievement
- Treat learners with respect and consideration
- Work collaboratively with colleagues as part of a professional team, carrying out role effectively, seeking support and advice where necessary
- Reflecting on and seek to improve personal practice
- Working within school policies and practices, being aware of legislation relevant to personal role and responsibility
- Recognising equal opportunities issues as they arise and responding effectively in line with school policy and procedures
- Build and maintain successful relationships with stakeholders.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.