



ST BENEDICT'S SCHOOL

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Health and Safety Coordinator

The Post

The Health and Safety Coordinator ensures that the School's premises are well managed, maintained, safe, secure, providing excellent facilities for the school, community, and commercial use. You will be responsible the main School site, Sports Field and residential houses.

The successful candidate will be organised, forward thinking, adaptable, with excellent communication skills and have good attention to detail.

This is a full time role with small requirement for evening or weekend working as necessary for attending Committee meetings or to support specific School events, including the fireworks display.

Key Tasks and Responsibilities

1. You will be required to formulate, implement and monitor the school's Health and Safety legal requirements.
2. Coordinate and arrange initiatives and assist staff in the implementation of the Health and Safety policy and programme of the School which includes the following duties:
 - a. Risk assessments
 - b. Audits and inspections
 - c. Departmental reviews
 - d. Drafting and updating of policies and procedures
 - e. Collate and log accident reports using the EVOLVE system and arrange RIDDOR reporting
 - f. Act as Investigating Officer for reported accidents, incidents and near misses.
 - g. Maintaining up to date information on hazardous substances from suppliers
 - h. Administration of training courses, including First Aid and Drivers, keeping a central record of H&S training up to date. Driver documentation regular checks to also be carried out.
 - i. Provision of informative documents and updating of notice boards
 - j. Be a leading member of the H&S Committee. Arrange the agendas, minutes / circulation and manage the actions that arise. The H&S Committee is chaired by a member of the governing body
 - k. Lead H&S working groups

- l. Arrange fire evacuation and critical incident drills recording how they worked
 - m. Water and legionella risk assessment - review and manage actions
 - n. Check that school documents / manuals include health and safety information
 - o. Keep H&S documents up to date including H&S folders on the computer system
- Manage any actions that arise from fire risk assessments
 - Liaise and coordinate with external Risk Managers
 - Produce an annual H&S report. Collate information that is to be used in this report.
 - Arrange tender selection, placement of order and management of contractors for H&S related works (PAT, vehicles (mainly minibuses) servicing, safety inspections, MOT's & repairs).
 - Lead on CDM arrangements for in house and external contractor projects.
 - Support staff in carrying out their H&S duties for their work area.
 - Keep compliance records up to date always being ready for an inspection and present H&S accordingly.
 - Ensure that the site meets all requirements and keep records up to date for the Independent Schools Standards Regulations and ensure preparedness for an inspection and present H&S accordingly.
 - Deliver H&S training including new staff induction and document accordingly.
 - Oversee the H&S budget.
4. Other matters
- Attend Estate Committee meetings and produce and issue minutes.

Job Specification

Education and Training

- Requires minimum NEBOSH qualification and experience
- NEBOSH Health and Safety qualified within the last 3 years is preferred.
- A strong level of IT ability particularly in Word, Excel and Outlook.

Knowledge and Experience

- Previous experience for a large estate or school site.
- A background in managing workplace H&S and Fire Safety compliance.
- A strong track record of successfully and effectively managing projects and working with diverse teams of people.
- Tendering of services.

Core Competencies

- Use reasoned and good judgment to make excellent decisions based on information gathered.
- Demonstrate strong analytical competence through the gathering and organizing of data relevant to excellent decision-making.
- Consider all pertinent facts and alternatives before deciding on the most appropriate course of action.
- Set and maintain high performance standards and pay close attention to detail, accuracy and completeness.
- Be professional and supportive.
- Display energy and enthusiasm in their approach to the role.

- Maintain a high level of productivity and self-direction whilst taking personal responsibility for job performance and outcomes.
- Complete work in a timely and consistent manner and be tenacious in pursuing works progression.
- Plan and organise tasks and work responsibilities to achieve objectives, including setting priorities, scheduling activities and managing resources.
- Organise and present information clearly and appropriately in both written and oral forms.

Applications

Candidates must apply using the St Benedict's School application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.