

Job Title: Health and Safety Premises Officer

Reporting to: Business Manager

Grade: 4

Overall Purpose of the Post

To ensure a smooth operation of the site by liaising directly between Academy staff and the facilities management provider.

To ensure effective response to safety incidents in the Academy.

Main Duties and Responsibilities

- Maintain an awareness of the broad requirements of safety legislation seeking advice from Outwood Grange Academies Trust and its appointed Health & Safety Partner.
- In liaison with the Academy Principal and Business Manager ensure the implementation of the Academy Health and Safety Action Plan.
- Support departments in the completion of risk assessments, including fire, and manual handling, auditing completion of documentation including the completion of control measures.
- Ensure all risk assessments are reviewed on an annual basis.
- Carry out any fire risk assessments and ensure appropriate control measures are in place including a written fire evacuation procedure;
- Respond to first aid/radio calls, taking the necessary action to ensure staff and student safety.
- Ensure first aid facilities are available as appropriate and that sufficient staff are trained as first aiders.
- In conjunction with the HR / Business team complete the safety induction for new staff in line with Academy's policies.
- Support the Business Manager in the reporting, recording and reviewing process for accidents and near misses recorded on the Academy 'Wellworker' system.
- Using the Academy premises management system, ensure all work requests to the Facilities Management Team are logged appropriately.
- Participate in weekly safety walks with the Facilities Manager/ Business Manager to ensure the premises are H&S compliant.
- Ensure the Academy minibus is legally compliant, ensuring MOT and servicing is up to date. Complete routine safety checks and complete weekly reports.
- Respond to radio calls to assist with Academy facilities issues as and when required.

- View the Academy CCTV system to investigate any incidents.
- Ensure the health and safety aspects of educational visits are followed in accordance with the Academy policy, including assisting staff in the completion of risk assessments and relevant documentation for educational visits and work related learning. Complete the EVOLVE on-line documentation for all visits.
- Co-ordinate the rotas of relief lettings staff and operate the appropriate administrative systems for booking lettings and recording client information.
- In liaison with finance, ensure that accurate records are kept and that the handling of monies complies with financial regulations
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. You are also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
- The Academy has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Demonstrate an active commitment to professional development.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.