



Hatton School & Special Needs Centre

Roding Lane South, Woodford Green, Essex, IG8 8EU

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Headteacher: Mrs Adrienne Wright

‘PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER’

JOB DESCRIPTION

Post Held: Health and Safety Co-Ordinator

F.T.E. 34 hours x 44.26 weeks p.a.

Postholder:

Salary Scale: LBR6

Appointment Date: TBC

Reports to: The School Business Manager

Responsible for: Leading and developing the provision of a safe, secure and clean working environment to ensure the safety of staff, pupils and visitors and to support effective teaching and learning at Hatton School and Satellite provisions.

Main Duties and Responsibilities

- Oversee and review risk and COSHH assessments carried out by members of staff throughout the school, providing constructive feedback, as required.
- Conduct risk assessments of strategic or school-wide safety issues.
- Work alongside the School Business Manager to implement and manage an approved contractor list and liaise with contractors to ensure the delivery of a planned preventative maintenance programme as well as reactive work to ensure the standard of the premises is maintained.
- Ensure that contractors work safely on site so as not to affect the safety and wellbeing of the students or staff.
- Carry out regular, documented site inspections.
- Manage and maintain compliance-related policies and procedures and check to ensure that they are being implemented.
- Prepare a set of Key Performance Indicators to help benchmark and monitor safety standards and improvement at Hatton School.
- Implement and manage a compliance training matrix and organise training as required and co-ordinate basic Health and Safety training for new staff.
- Keep records of the findings of all maintenance and service inspections and generate a record of required improvements and actions taken.
- Record incidents and accidents and produce statistics and conduct accident investigations, as required.
- Keep up to date with new legislation and maintain a working knowledge of safety matters that affect Hatton School and undertake training as required.
- Produce management reports and staff bulletins.
- Liaise with the school's external safety consultant as well as the London Borough of Redbridge and the Health and Safety Executive, as required.
- Manage a cloud-based Helpdesk system in order to monitor, prioritise and respond to safety and premises issues raised by members of staff.
- Liaise with the school's Site Team to ensure that the premises and environment is maintained in a safe and secure manner, assigning and overseeing Helpdesk 'tickets' as appropriate.
- Lead and chair meetings of the school's Health and Safety committee
- To lead and co-ordinate first aid requirements across the school.

- Walk alongside school nurse, class staff and parents to ensure effective implementation of procedures for medication in schools.
- To co-ordinate safety checks, maintenance and all requirements relating to safe and legal use of the school's minibuses.
- To support the Educational Visits coordinator in reviewing educational visit risk assessments and providing administrative support for educational visits process.
- To be responsible for the school's Health and Safety budget and work with the School Business Manager in the purchasing of other role related services and products.