



JOB DESCRIPTION - TRUST HEALTH AND SAFETY LEAD

Location: The Trust H&S Lead will be based at any Trust School.

Responsible to: Chief Finance & Operations Officer

Liaises with: BET Executive Leadership (CEO, Finance, HR, IT and Governance), Heads of Schools, School H&S Leads, staff in Schools across the Trust, support staff in schools, external partners including suppliers.

Job Purpose:

The H&S lead will manage, contribute and drive forward the H&S agenda for the Trust. The purpose of the role is to assist all Heads of School in their duty to ensure that the school meets its educational aims and statutory obligations through oversight of H&S.

Main Duties:

- Contribute to the delivery of the Trust Development Plan within the context of this role
- Report on H&S performances across all Trust schools including by routine H&S reviews.
- Provide support to the Heads of School & H&S leads on matters relating to H&S resources, premises and operations and linked to those 3 areas
- Work with central team colleagues to develop and implement Health and Safety policy, procedures and training, ensuring compliance across Trust.
- Holds role of Trust Competent person including reporting to RIDDOR having consulted with the CEO
- Drive forward the H&S agenda across the Trust, taking a pro-active approach to reducing the risk.
- Working closely with local H&S leads to secure robust, reliable reporting on H&S matters including defects to Heads; championing central reporting tools
- Conduct H&S audits and where necessary support Operational teams to implement recommendations
- Preparing Health and Safety reports for the CEO and Heads of School as necessary to fulfil their duties to report to Trustees and governors respectively.
- Work with Director of Governance, and CFOO to continue to develop and implement Trust Premises Management Policy and protocols, ensuring compliance across Trust.
- Contribute to the wider Operations Team as appropriate, and monitor/supervise all necessary H&S training required by employees.
- Contribute to Schools' bids for Capital Funding Allocation through development, prioritising H&S.
- Monitor and play a full active role in supporting the H&S reporting cycle, offering guidance and advice when required.
- Leading and managing the Trust's online health and Safety management (Smartlog) to maximise its impact and value.
- Actively support Schools as well as the Trust and running training sessions as appropriate.

This job description is illustrative and each individual task may not be identified. Employees of BET are expected to comply with any reasonable request to undertake work of a similar level that is not specified here.

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

