

SMA Health and Safety Officer

The Health and Safety role is a new role and there are no formal requirements. This role does not require any prior experience but anyone with a background in health and safety could look to develop the existing processes.

This role doesn't involve being a trustee of the SMA charity.

Key Responsibilities

- Attend at least alternate SMA committee meetings.
- Draft risk and insurance assessments ahead of each event for review by the Head Teacher, the SMA Committee and the Event Organiser (*these were created for every event in 2014/15 which will provide a basis for this*).
- Maintain a rota of SMA committee members to be the health and safety representative at each event.
- Create any safety signage required and ensure it's displayed at the events.
- Liaise with the insurance providers as necessary.
- Purchase any additional event insurance as necessary (from SMA funds).
- Update the SMA Event Insurance Checklist annually to reflect any insurance changes.
- Maintain the Health and Safety role procedures document.
- Manage the SMA Health and Safety email account.
- Arrange First Aid cover for the Fairs (book St John's Ambulance or alternative).