

Health & Safety Officer

Role Description

Role Purpose

The Health & Safety Officer leads Dorset NEU's work on workplace health, safety and wellbeing. The role ensures that members' concerns about safety, working conditions and risk management are represented within Dorset NEU, and supports reps and members to promote safe, healthy working environments across all educational settings in the district.

Key Responsibilities

1. Health & Safety Leadership within Dorset NEU

- Act as Dorset NEU's lead representative on health, safety and wellbeing matters.
- Ensure health and safety considerations inform Dorset NEU discussions, planning and campaigns.
- Promote NEU national guidance and statutory requirements related to risk assessments, workload, safe staffing levels, building safety, ventilation, stress risk, manual handling, and other key H&S topics.

2. Support for Workplace Reps

- Provide health and safety information, updates and resources to workplace reps.
- Encourage and support the election of Health & Safety Reps in workplaces that do not currently have one.
- Promote NEU training for H&S reps and signpost resources to help them carry out their roles effectively.
- Assist reps in identifying and escalating local health and safety issues where necessary.

3. Communication & Engagement

- Share relevant updates, alerts and guidance with Dorset NEU members.
- Communicate with reps and members about changes to legislation, policies, or local authority/MAT guidance.
- Encourage members to report concerns, near misses, or unsafe practices.

4. Monitoring & Reporting

- Monitor local health and safety issues across Dorset, including building conditions, staffing concerns, stress and wellbeing risks, and workplace incidents.
- Raise emerging trends at Dorset NEU meetings and advise on potential actions.
- Work with the Regional Office where issues require escalation or wider organising activity.

5. Supporting Campaigns & Policy Work

- Contribute H&S insight to Dorset NEU campaigns, including those related to staffing levels, workload, SEND provision, and building/estate conditions.
- Highlight inequalities in health and safety that disproportionately affect certain groups (e.g., disabled staff, pregnant staff, support staff roles).

6. Collaboration

- Work closely with the Dorset NEU District Secretary, Equality Officer, Support Staff Officer, Membership Secretary and other district officers.
- Liaise with the Regional Health & Safety Team and national NEU H&S structures.
- Build relationships with local authorities, MAT H&S leads, and other relevant bodies where appropriate.

Skills & Attributes

- Interest in or understanding of workplace health and safety (training available).
- Ability to interpret and share guidance clearly.
- Good communication and relationship-building skills.
- Confidence in identifying risks and advocating for member safety.
- Commitment to NEU values of safety, wellbeing, equality and collective action.

Time Commitment

- Attendance at Dorset NEU meetings.
- Ongoing engagement with reps and members regarding health and safety issues.
- Participation in NEU health and safety training and regional briefings.