



Stamford American
SCHOOL HONG KONG

POSITION DESCRIPTION

Position Title:	Deputy Health & Safety Officer
Employer:	Stamford American School
Location:	Hong Kong
Employment Status:	Internal
Reports to:	Safety & Student Welfare Principal

Key Responsibilities:

The fundamental responsibility of the Stamford American School Hong Kong Deputy Health & Safety Officer is to promote a positive health & safety culture within the school community. Responsibilities include:

Health and Safety

- Work closely with the School Health & Safety Officer to promote a positive health and safety culture within the School Community.
- Be a member of the Health & Safety Committee.
- Take part in Bi-monthly Health & Safety meetings.
- Liaise closely with the Health & Safety Officer to ensure all aspects of health & safety at Stamford American School are adhered to.
- Be familiar with all related school health & safety policies.
- Liaise with other specialist health, safety and fire roles appointed within the school, to co-ordinate compliance actions and provide a central point of contact.
- To disseminate information relevant to health and safety compliance, to key parties within the School and Region.
- Collaborate with the School Health & Safety Officer to ensure quarterly KPI's are completed in a timely manner and forwarded to the Cognita Regional Health & Safety Manager.
- Support routine internal monitoring is established at the School and that items are closed out in a timely manner.
- Liaise closely with the School Health & Safety Officer and Regional Health and Safety Manager in relation to the external school H&S audit.



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- To ensure the regular update and close out of items from the Health and Safety audit and regular inspections.
- To evaluate promptly and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the HOS/ School Health & Safety Officer/ Regional Health and Safety Manager.

Terms of the Position:

- 1 year commitment
- Arrive back at school for Induction one day before other returning staff to ensure health & safety at school is ready for the start of the school year.
- Additional stipend