



TRACEY BAREFOOT ASSOCIATE SPECIALIST CONSULTANT



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PROFILE

Tracey is an innovative and experienced Health and Safety Professional, with over 18 year's invaluable experience in the public sector both in sport and leisure and as a Unitary Authority Health and Safety Manager and Competent Person.

Tracey is self-motivated, resourceful, competent and committed to establishing and improving the safety culture within organisations and for customers.

Tracey has a keen eye for detail with a common sense, good humored and practical approach to improving health and safety standards.

Specialties include: Health & safety advisory service to local government, children's services and schools, youth groups, children's care, leisure services, events, theatres, libraries, museums, horticulture/greenspaces, facilities management, frontline services - waste, transport, regeneration, highways etc.

QUALIFICATIONS

- Member of the Institution of Occupational Health and Safety: Chartered Member (CMIOSH) since (2007)
- Occupational Health and Safety Consultant Register (OSHCR) (2019)
- NVQ Level 4: Occupational Health and Safety Practice (2005)
- Member of the Institution of Occupational Health and Safety (2005)
- NVQ Level 3: Occupational Health and Safety Practice: General Safety (2004)
- National General Certificate in Occupational Health and Safety (2002)
- Advanced statement writing and giving evidence (2011)
- Advanced professional training in investigative practice, law, evidence, procedure and best practice (2011)
- NVQ Management Level 3 (2010)
- European Foundation Quality Management (2001)

KEY SKILLS

- Able to communicate effectively at all levels
- Able to work under pressure and accept responsibility
- Creating or updating health and safety systems
- Preparation of policies and procedures
- Auditing existing Health and Safety Management Systems and their effectiveness
- Site and premises inspections, including playground, construction and educational establishments to ensure site and premises activities, documentation and record keeping complies with legislation and best practice
- Undertaking risk assessments
- Work related stress management and risk assessment
- Preparing detailed, comprehensive and informative reports
- Researching and documenting safe systems of work
- Creating and interrogating method statements
- Contract management
- Familiar with a wide variety of hazard identification and hazard analysis techniques
- Identifying areas for improvement in health and safety
- Investigating accidents and producing appropriate reports recommending corrective actions
- Identifying training needs
- Creating and delivering training courses including school staff and governor training, risk assessment training and health and safety awareness training
- Preparation of guidance notes and associated documentation on new and pending legislation as well as changes to existing regulations

HEALTH AND SAFETY

Abilities and experience:

- To perform the role of the competent person within an organisation.
- Compilation and revision of Corporate Health and Safety Policies
- Local Government establishment inspections/audits across all service types
- Adult/children's care – residential/respite care home inspections/audits and report writing
- Maintenance of audit plans
- Inspection of Red/Amber/Green reports capturing audit results and trend analysis
- Accident/incident statistical data, trend analysis and investigation
- Local Government Safety Advisory Groups (SAG) for event management
- Local Government Corporate Health & Safety and Directorate Committees
- Liaison with enforcement agencies (HSE/Fire Brigade) and professional bodies e.g. IOSH
- Vulnerable adult/child protection/safeguarding and personal safety planning for staff at all levels
- Staff management
- H&S Training with various ethnic groups e.g. mosques, temples, gurdwara's etc.
- Facilities Management, health and safety building related issues
- Emergency planning rest centre training

CHILDREN'S AND EDUCATION SERVICES

Abilities and experience:

- Educational establishment inspections/audits - All types
- Local Government Children's Services and educational establishments including academies and free schools, Youth Service, Early Years, Family Centres, Fostering and Adoption, Pupil Referral Units, DofE, Social Workers (Children & Adult care), Governor Services, Education Advisers including physical education, Children's Home/Respite Units, Children and Adults disability teams
- Radiation Source Inspections in schools and advice as Radiation Protection Officer
- Liaison with CLEAPSS (School Science Service)
- School visit approvals as recommended by the DFE. Evolve system in conjunction with Edufocus, which is used nationally by schools and Local Government
- Co-ordination of Evolve training
- Development and delivering of basic Health & Safety and Risk Assessment training courses for staff, schools, children's services and governors including Local Government employees and member training
- School Security and liaison with Police, Community Safety and Fire Service
- PE Advisory service in association with AfPE guidance

OCCUPATIONAL HEALTH

Abilities and experience:

- Management of Occupational Health contracts and subsequent renewals through procurement stages
- Management of Employee Assistance programmes and subsequent renewals through procurement stages
- Management of staff well-being sessions – flu jabs, well-being days including holistic remedies and sports injury treatments
- Involvement with the Time to Change Pledge – Mental Health First Aid (MHFA) Champions
- Work Related Stress awareness/well-being days for staff

SPORT AND LEISURE

Abilities and experience:

- Working in partnership with Leisure Centre Management Contractors regarding emergency and operational plans
- Leisure services reviews – looking at current service management and alternative delivery options by challenging the service, consulting with stakeholders, comparing with similar organisations and competing in the market place
- Undertaken stakeholder consultation on Sports and Leisure Strategies and Feasibility studies
- Undertaken Sports and Leisure surveys and analysis
- Undertaken Leisure/sports facility audits both health and safety and quality
- Organised, designed and managed the bedding schemes in Medway's Unitary Authority, Gillingham gardens/horticulture festival and a Unitary Authority Community Gardens Competition
- Fairground/funfair inspections and interrogation of ADIPS and PIPA certifications