

## Appendix 1 – Academy Health and Safety Roles and Responsibilities

This document sets out the Academy staff structure and roles that have specific roles and responsibility for compliance to the Fairfax Multi Academy Trust Health and Safety Policy.

This form is always to be retained in the Reception of all Trust academies.

Academy		
Role/Responsibility	Job Title	Name
Accountability for Health and Safety Policy	Board of Directors	N/a
Responsibility for Health and Safety Policy	Health & Safety Manager	Brian Fox
Health & Safety Committee (Chair)	Chief Operating Officer	John Fitzgerald
Health and Safety guidance and advice	Health & Safety Manager Handsam	Brian Fox External Support
Responsibility for Academy Health and Safety	Head of Academy	Maira Green
Fire Safety Responsible Person	Site Manager/DHT	Anthony Lynock/Dan Thomas
Legionella Responsible Person	Site Manager	Anthony Lynock
Asbestos Responsible Person	Site Manager	Anthony Lynock
Catering Manager (if applicable)	Aspens	External Provider
Sport facilities, gyms, and equipment	Site Manager/Subject Lead PE	Anthony Lynock/Matthew Payton
Science laboratories and chemical storage	AAHT Science	David Sullivan
Design and Technology Workshop Equipment	n/a	n/a
Food Technology	Teacher	Kaninda Rose
Transport (Minibus)	Site Manager	Anthony Lynock/O Marsh

Role/Responsibility	Job Title	Name
Staff / Student Induction Pack	AHT	Charlotte Cross – Staff Kim Wheeler – Student
Health and Safety Training	AHT	Charlotte Cross
Medical Lead	AHT	Kim Wheeler
Administration of Medicines and Support	1 <sup>st</sup> Aider	Elizabeth Jones
Educational Visits	Deputy Head of Academy	Dan Thomas
Display Screen Equipment	Trust Estates Manager	Brian Fox/Moira Green
BCP and Emergency Plan	Head of Academy	Moira Green
Accessibility	Site Manager	Anthony Lynock
Risk Assessment's	AHT	Kim Wheeler
Risk Assessments, including specific Risk Assessments Peeps, expectant mothers, injuries	AHT	Kim Wheeler
Handsam Health and Safety data returns to Health & Safety Manager	AHT	Kim Wheeler/Moira Green
Handsam Accident data returns to Health & Safety Manager	AHT	Kim Wheeler/Moira Green
Accident Investigation Representative	Head of Academy	Moira Green/Kim Wheeler