

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

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

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

Bournville 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	Brian Fox
Responsibility for Academy Health and Safety	Principal	Marie Rooney
Fire Safety Responsible Person	Site Manager/Vice Principal (Secondary)/Head of Primary	Jamie Hemus/Naomi Briner
Legionella Responsible Person	Site Manager	Jamie Hemus
Asbestos Responsible Person	Site Manager	Jamie Hemus
Catering Manager (if applicable)	Atalian Group (OCS)	External Provider
Sports facilities, gyms, and equipment	Site Manager/Subject Lead PE	Jamie Hemus
Science laboratories and chemical storage	AAHT Science	Phil Beaufoy
Design and Technology Workshop Equipment	Subject Lead Art/Music/ D&T	Laura Walton
Food Technology	Teacher	Charlotte O Donnell
Transport (Minibus)	Site Manager	Jamie Hemus

<b>Bournville Academy</b>		
<b>Role/Responsibility</b>	<b>Job Title</b>	<b>Name</b>
Staff / Student Induction Pack	Assistant Principal	Holly Poole – Staff
	Assistant Principal	Kim Wheeler – Student
Health and Safety Training	Assistant Principal	Kim Wheeler
Medical Lead	Assistant Principal	Kim Wheeler
Administration of Medicines and Support	1 <sup>st</sup> Aider	Elizabeth Jones
Educational Visits	Assistant Principal	Holly Poole
Display Screen Equipment	Trust Estates Manager	Brian Fox
	Nominated Academy H&S Manager	Kim Wheeler
BCP and Emergency Plan	Principal	Marie Rooney
Accessibility	Site Manager	Jamie Hemus
Risk Assess	Assistant Principal	Kim Wheeler
Risk Assessments, including specific Risk Assessments for Peeps, expectant mothers, injuries	Assistant Principal	Kim Wheeler
Handsam Health and Safety data returns to Health & Safety Manager	Assistant Principal /Principal	Kim Wheeler / Marie Rooney
Handsam Accident data returns to Health & Safety Manager	Assistant Principal /Principal	Kim Wheeler / Marie Rooney
Accident Investigation Representative	Principal	Marie Rooney
	Assistant Principal	Kim Wheeler