

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	Jacob Oyeniran
Legionella Responsible Person	Site Manager	Jacob Oyeniran
Asbestos Responsible Person	Site Manager	Jacob Oyeniran
Catering Manager (if applicable)	Atalian Group (OCS)	External Provider
Sports facilities, gyms, and equipment	Site Manager/Subject Lead PE	Jacob Oyeniran
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	Jacob Oyeniran

Bournville Academy		
Role/Responsibility	Job Title	Name
Staff / Student Induction Pack	Assistant Principal	Holly Poole – Staff
	Operational DSL	Emma Boyle – Student
Health and Safety Training	Operational DSL	Emma Boyle
Medical Lead	Operational DSL	Emma Boyle
Administration of Medicines and Support	1 st Aider	Berenice Lowndes Marsh
Educational Visits	Assistant Principal	Holly Poole
Display Screen Equipment	Trust Estates Manager	Brian Fox
	Nominated Academy H&S Manager	Emma Boyle
BCP and Emergency Plan	Principal	Marie Rooney
Accessibility	Site Manager	Jacob Oyeniran
Risk Assess	Operational DSL	Emma Boyle
Risk Assessments, including specific Risk Assessments for Peeps, expectant mothers, injuries	Operational DSL	Emma Boyle
Handsam Health and Safety data returns to Health & Safety Manager	Operational DSL /Principal	Emma Boyle / Marie Rooney
Handsam Accident data returns to Health & Safety Manager	Operational DSL /Principal	Emma Boyle / Marie Rooney
Accident Investigation Representative	Principal	Marie Rooney
	Operational DSL	Emma Boyle