

H&S RESPONSIBIITY CHART FOR MILLTHORPE SCHOOL	
ACTIVITY	NAMED PERSON
HEALTH & SAFETY GOVERNOR	Dave Merrett / Roy Moore
STAFF HEALTH & SAFETY REPRESENTATIVE	
Site Management	
<ul style="list-style-type: none"> • Co-ordinate the control of contractors on site • Make contractors aware of their obligations • Ensure that only contractors with DBS clearance work on site in contact with pupils • Ensure that premises tasks comply with Risk Assessment & PPE guidance • Ensure that procedures for Lone Working and Working at Height are followed • Respond to any risk generated by the academy buildings or the equipment within them • Ensure security of property and avoidance of theft, criminal damage or burglary • Ensure security of property and people, to avoid risk of harm through unauthorised site entry • Ensure safety of property and prevention of fire risk or arson (through regular fire drills and the safe maintenance of fire equipment) • Ensure safety of property and people, through prompt and efficient site evacuation • Checking of work equipment • Ensuring that electrical equipment is PAT tested • Ensuring that statutory annual testing of relevant equipment takes place 	Andy Henson
Asbestos	
<ul style="list-style-type: none"> • Fulfil the role of SALO (Site Asbestos Liaison Officer) • Ensure that contractors are made aware of the Asbestos Register where appropriate • Liaise with contractors where any disturbance to site surfaces is required • Visual monitoring of the locations where asbestos has been identified 	Andy Henson
Legionella	
<ul style="list-style-type: none"> • Fulfil the role of SLR (Site Legionella Representative) • Ensure that water temperature is appropriately monitored • Respond promptly to any concerns raised by external monitoring 	Andy Henson
Fire Safety	
<ul style="list-style-type: none"> • Fulfil the role of Responsible Person for Fire Safety • Receive appropriate Fire Warden training 	Alex Collins (supported by Andy Henson)

<ul style="list-style-type: none"> • Manage the procedures for the safe evacuation of the building in an emergency • Provide appropriate annual in-house guidance on the use of fire safety equipment • Monitor Site Manager records of fire testing 	
First Aider(s)	
<ul style="list-style-type: none"> • Receive appropriate training • Respond promptly at the point of accident or injury to an pupil, member of staff or visitor • Make use of appropriate first aid resources • Liaise as required with emergency services • Recording incidents 	Various trained staff as listed
Educational Visits Co-ordinator	
<ul style="list-style-type: none"> • Oversee effective planning for school trips by following the agreed policy and procedure • Ensure that the agreed on-line portal is used • Respond where there are any concerns about appropriate risk assessment procedures • Ensure that accredited providers are used for travel and trip venues • Raise any concerns with senior leaders 	Alex Collins
Risk Assessment Manager	
<ul style="list-style-type: none"> • Ensure that there is an effective rolling programme of risk assessment for all activities, events and hazardous substances (including COSHH) • Monitor the risk assessments to ensure that guidance is being followed • Ensure that staff are aware of the expectations set out in the relevant risk assessments 	Alex Collins
Designated Safeguarding/Child Protection Officer	
<ul style="list-style-type: none"> • Receive appropriate training • Manage the effective implementation of the Trust's Safeguarding & Child Protection Policy • Ensure that effective and well-understood reporting systems are in place 	Mary Simpson
Medical Needs Manager	
<ul style="list-style-type: none"> • Maintain a Medical Needs Register, with Medical Plans for individual pupils where • Ensure that medication (e.g. inhalers, epipens, insulin etc.) is available as required • Ensure that there is equality of provision for those with special diets • Ensure that staff can identify pupils swiftly and act promptly in any emergency situations • Ensure that there is training in place for staff to manage accidents and injuries • Ensure that there are Personal Emergency Evacuation Plans (PEEPS) in place 	Mary Simpson