

| H&S RESPONSIBIITY CHART FOR WOODTHORPE SCHOOL | |
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| ACTIVITY | NAMED PERSON |
| HEALTH & SAFETY GOVERNOR | Amanda Atkins |
| STAFF HEALTH & SAFETY REPRESENTATIVE | Mrs Jones |
| 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 | Mr. Fishwick |
| 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 | Mr. Fishwick |
| 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 | Mr. Fishwick |
| Fire Safety | |
| <ul style="list-style-type: none"> • Fulfil the role of Responsible Person for Fire Safety • Receive appropriate Fire Warden training • Manage the procedures for the safe evacuation of the building in an emergency | Mrs. Jones |

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| <ul style="list-style-type: none"> • 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 | See list of appropriately trained staff held in school |
| 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 | Miss Wheeler |
| 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 | Mrs. Jones |
| 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 | Mr. McGann |
| 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 | Mrs. Jones (Supported by Mrs. Percy) |