

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

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