

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

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

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

Fairfax Academy		
Role/Responsibility	Job Title	Name
Accountability for Health and Safety Policy	Board of Directors	
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	Deborah Bunn
Fire Safety Responsible Person	Premises Lead	Stewart Mills
Legionella Responsible Person	Premises Lead	Stewart Mills
Asbestos Responsible Person	Premises Lead	Stewart Mills
Catering Manager (if applicable)	Catering Manager	Debbie Dean
Sport facilities, gyms, and equipment	PE Faculty Director	Katherine Palmer
Science laboratories and chemical storage	Science Faculty Director	Lyndsey Jackson
Design and Technology Workshop Equipment	Creativity and Design Faculty Director	Lyndsey Jackson
Food Technology	Creativity and Design Faculty Director	Lyndsey Jackson
Transport (Minibus)	Premises Lead	Stewart Mills
	Trust Estates Facilities manager	Oliver Marsh

Role/Responsibility	Job Title	Name
Staff / Student Induction Pack	Human Resources Administration Manager	<a href="mailto:hr@fmat.co.uk">hr@fmat.co.uk</a> Suzanne Duvern
Health and Safety Training	Assistant Principal Post 16 Education  Health & Safety Manager	Wendy Gray  Brian Fox
Medical Lead	Assistant Principal Inclusion and Wellbeing	Helen Williams
Administration of Medicines and Support	Assistant Principal Inclusion and Wellbeing	Helen Williams
Educational Visits	Vice Principal /Lead EVC	Rachel Boyce
Display Screen Equipment	Administration Manager Health & Safety Manager	Suzanne Duvern Brian Fox
BCP and Emergency Plan	Principal Health & Safety Manager	Deborah Bunn Brian Fox
Accessibility	Assistant Principal Inclusion and Wellbeing	Helen Williams
Risk Assessments	Principal Health & Safety Manager	Deborah Bunn Brian Fox
Risk Assessments, including specific Risk Assessments Peeps, expectant mothers, injuries	SENCO (Peeps)  Data Manager (expectant mothers)  Premises Lead (injuries)  Assistant Principal Inclusion and Wellbeing	Karen Corbett  Tracey Johns  Stewart Mills  Helen Williams
Handsam Health and Safety data returns to Health & Safety Manager	Vice Principal Health & Safety Manager	Rachel Boyce Brian Fox
Handsam Accident data returns to Health & Safety Manager	Vice Principal Health & Safety Manager	Rachel Boyce Brian Fox
Accident Investigation Representative	Assistant Principal Inclusion & Wellbeing  Premises Lead  Health & Safety Manager	Helen Williams  Stewart Mills  Brian Fox