Tower Hill Primary School
Health & Safety Policy: Named Post Holders
Roles & Responsibility

Role	Member of Staff
Accident Investigator	Laura Ovenden (HT)
Administration of Medicines	Catherine Traer (Y4 LSA)
Asbestos Competent Person	1) Philip Hinsley (Site Manager) ; 2) Jane Fitzpatrick (Snr.Administrative Officer)
Asst Caretaker/Groundsman	Allan Harding
Child Protection (DSL)	**1:** Christine Cartlidge (SENCo) **2:** Laura Ovenden (HT); **3:** Nicola Ward (DHT); **4:**Kieran Collins (AHT); 5**:** Gail Meaney (FSLW)
COSHH Assessor	Philip Hinsley (Site Manager); Kieran Collins (AHT)
Electrical Testing (PAT qualified)	Philip Hinsley (Site Manager); Allan Harding (Asst.Caretaker)
Facilities Management Trained	Philip Hinsley (Site Manager)
Fire-Safety Co-ordinator	Clare Down (Admin Officer)
First Aid Training : Staff	Jane Fitzpatrick (Snr AO)
Food Hygiene qualified	Catherine Traer (LSA); Sarah Hopkinson (LSA); Jaci Mitchell (LSA); Michelle O'Shea (LSA); Katrina Pearse (LSA); Lee Bavastock (LSA); Gail Meaney (FSLW); Ruth Nelson (Resource Assistant)
Health & Safety Training : Staff	Laura Ovenden (HT); Jane Fitzpatrick (Snr.Administrative Officer)
Health & Safety Representative	Catherine Traer ((Y6 LSA)
Legionella Competent Person	Philip Hinsley (Site Manager)
Responsible Manager	Laura Ovenden (HT)
Risk Assessment Trained	Philip Hinsley (Site Manager); Kieran Collins (AHT)
Site Manager	Philip Hinsley
Team Teach (Restraint) Trained	Christine Cartlidge (SENCo); Kieran Collins(AHT) ; John Kennedy (LSA); [*Training expired 05.17 Emma Ramsier (Teacher*); *Jo Denton (LSA)]*
Working at Height	1) Philip Hinsley (Site Manager)