

Staff official

Health & Safety - Key Roles and Responsibilities

The table below shows the individuals and groups that have been delegated duties and responsibilities for ensuring effective management of Health and Safety within their spheres of operation with a list of responsibilities.

General Health and Safety – All staff and Service users are responsible for the Welfare of themselves and others.

Position	Individual(s)	Responsibilities(s)
Directorate	Joanne Sayer	<ul style="list-style-type: none"> • Overall implementation of policy • Promotion of safety culture • Auditing and Inspection
Health and Safety Officers	Joanne Sayer & Andrew Tsui (Twin Greenwich) Tracey Cook(Eastbourne) Tanya Smith (London Bridge) Samantha Stevens (Dorset Office) Parul Ahmed (Leicester) Mick Leonard (Ireland)	<ul style="list-style-type: none"> • Staff Liaison /consultation with management • Policy review • Auditing/Inspection • Performance • Premises Safety • Standards • Control • Record Keeping
Head of Operational Performance	Sarah Morse	<ul style="list-style-type: none"> • Organisation • Training • Promoting safety culture • Monitoring and auditing • Communication • Risk Assessment (on and off premises)

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		<ul style="list-style-type: none"> • Student Support monitoring (Health and Safety)
Contractual compliance	<p>Deep Khanna</p> <p>Amanda Brade</p> <p>Elvana Shehaj</p>	<ul style="list-style-type: none"> • Government compliance for funded contracts • Performance • Standards • Communication • Contract Auditing & Reporting
Premises Officer	<p>Joanne Sayer & Andrew Tsui (Twin Greenwich)</p> <p>Tracey Cook(Eastbourne)</p> <p>Tanya Smith (London Bridge)</p> <p>Samantha Stevens (Dorset Office)</p> <p>Parul Ahmed (Leicester)</p> <p>Mick Leonard (Ireland)</p>	<ul style="list-style-type: none"> • Implementation of Health and Safety regulations • Testing of fire safety devices • Emergency Procedures Co-ordination • Accident Reporting & Investigation
First Aiders	<p>Otis Kotsanos Twin HQ</p> <p>Sarah Morse Twin HQ</p> <p>Andrew Tsui Twin HQ</p> <p>Elvana Shehaj Twin HQ</p> <p>Shanice Kitson Twin HQ</p> <p>Louise Astell Twin HQ</p> <p>Richard Jones HQ</p> <p>London Bridge (TBC)</p>	<ul style="list-style-type: none"> • First Aid Treatment • Accident Reporting / Recording/ check and replenish First Aid supplies

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	<p>Leicester (TBC)</p> <p>Expired and need to be updated as soon as they have training.</p>	
Fire Wardens	<p>Otis Kotsanos Twin HQ</p> <p>Sarah Morse Twin HQ</p> <p>Darshanee RatnaTwin HQ</p> <p>Joanne Sayer Twin HQ</p> <p>Tracey Cook (Eastbourne)</p> <p>London Bridge (TBC)</p> <p>Leicester (TBC)</p> <p>Expired and need to be updated as soon as they have training.</p>	<ul style="list-style-type: none"> • Fire / Emergency Coordination • Spot Check of Fire Fighting Equipment • Fire Hazard Reporting • Safe evacuation of the building in an emergency
Student Information & Safe Learner Coordinator	<p>Sarah Morse Twin HQ</p> <p>Joanne Sayer Twin HQ</p>	<ul style="list-style-type: none"> • Student Support, Advice and Guidance • Student Induction procedures • Auditing & monitoring student safety • Safe Learner guidance & ECM • Health and Safety risk assessment compliance at off-site/ work place settings • Staff Training



Originator: R. Ryder
Reviewed: Aida Ferrer
Department: HR
Version: 3.0/ Jul 2021
Next reviewed: Jan 2022

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Quality Officer	Fotios Andrikoulas	<ul style="list-style-type: none">• Health and Safety documentation review• Health and Safety monitoring• Auditing data review• Policy review• Collating Risk Assessments
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