

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	Adrian Butcher - Greenwich Richard Ellis -Eastbourne Tola Akanmu (London Bridge) Parul Ahmed (Leicester) Ada Morales (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	Ada Morales (Ireland) Adrian Butcher – TWIN HQ Mariola Rzeszowska (off-premises)	<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>Adrian Butcher (TwinGreenwich)</p> <p>Richard Ellis (Eastbourne)</p> <p>Tola Akanmu (London Bridge)</p> <p>Parul Ahmed (Leicester)</p> <p>Ada Morales (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>James Ong-Fox THQ</p> <p>Annmarie Graham THQ</p> <p>Cristina Estevez Hervias THQ</p> <p>Muhammad Khan THQ</p> <p>Shane Connor THQ</p> <p>Tola Akanmu – L Bridge</p> <p>Judith Bryan – L Bridge</p> <p>Simon Green-Fried – L Bridge</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>Ada Morales - Ana B. Egitto – Marianne C. (Ireland)</p>	
Fire Wardens	<p>Otis Kotsanos Twin HQ Shane Connor – Twin HQ Cristina Estevez Hervias – Twin HQ Muhammad Khan – Twin HQ Cristian Ware</p> <p>Bruna M. - Ana B. - Ada Morales – Siphamandla – Renan - Oleg (Ireland)</p> <p>Tola Akanmu – London Bridge</p> <p>Leicester (TBC)</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



Originator: A. Butcher
 Reviewed: M Williams
 Last Review Date : 4.0/ Jan 2023
 Next Review Date : Jan 2024

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<p>Student Information & Safe Learner Coordinator</p>	<p>Ana B. Egitto – Ada Morales (Ireland)</p> <p>Cristina Estevez Hervias</p> <p>Muhammad Khan</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
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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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