

## Responsible Persons Register Co-ordinator



**NB** *These responsibilities are not part of the Departmental Safety Officers (DSO) role however the DSO may be appointed Responsible Persons Register Co-ordinator (RPRC) in addition to their role as DSO.*

One or more RPRCs may be appointed i.e. to act as deputy and/or where departments are located in more than one building.

The Responsible Persons Register Co-ordinator will:

- Ensure all appointed role holders have been entered in the register
  - and that the role holder is assigned to department, building and floor
- If a role is vacant inform the relevant manager so that the role can be allocated
  - add new role holder to the register when appointment confirmed
- Create register analysis reports for managers, safety committees etc. when requested
- Ensure the register is up-to-date prior to the annual validation / authorisation by the Head of Department.