

## A: Appendix A – School Specific Duty Holders

To be completed by school

Trust Staff Responsibilities		
Health and Safety Role	Postholder	Named individual
Link Trustee – Health and Safety	Trustee	Teresa Gardner
Director responsible for Health and Safety	CEO	Moiria Marder
Trust Health and Safety Lead	Head of Estates and Facilities	Julia Prince
Estates and Compliance Lead	Head of Estates and Facilities	Julia Prince
Reg. 4 and the Duty to Manage Asbestos	Head of Estates and Facilities	Julia Prince
Duty Holder (Legionella)	Head of Estates and Facilities	Julia Prince
Cyber security	Director of Infrastructure	Ben Mc Gowan
Wellbeing and Stress Management	Head of HR	Becky Hargreaves
School Specific Responsibilities		
School Role	Postholder	Named individual
Responsible Person for School Health and Safety	Headteacher	Martin Brook
Curriculum Leaders Coordinator	Deputy Headteacher	Claire Jones
Data Protection Officer	Judicium	Amy Humphries
Designated Safeguarding Lead	Deputy Headteacher	Brad Turner
Duty to Manage Asbestos	Estate and Health & Safety Lead	Jeff Arscott
E Safety lead	Trust IT Helpdesk	Tom Byrne
Educational Visits Coordinator	Deputy Headteacher	Claire Jones
Estates and Facilities Lead	Estate and Health & Safety Lead	Jeff Arscott
First Aid Coordinator	Medical Liaison Officer	Kaye Murdoch
Health and Safety Lead (Curriculum)	Estate and Health & Safety Lead	Jeff Arscott
Health and Safety Lead (Site / compliance)	Estate and Health & Safety Lead	Jeff Arscott
Key holder(s) (fire, intruder, emergency contact)	Estate and Health & Safety Lead/Caretakers	Jeff Arscott Paul Brenton Spencer Alfano
Radiation Protection Supervisor (RPS)	Science Teacher	Tony Connett
Legionella Appointed Responsible Person (L8)	Estate and Health & Safety Lead	Jeff Arscott
Legionella Deputy Responsible Person (L8)	Business and Operations Lead	Stacey Parker
SENCO	SENDco	Helen Green
Single Central Record manager	Business and Operations Lead	Stacey Parker
Site Compliance Lead	Executive PA and Compliance Lead	Amy Humphries
Strategic Health and Safety Lead	Business and Operations Lead	Stacey Parker
Student placement lead		
Subject leader - Art	Head of Art	Tabatha Gravener
Subject leader - Business Studies	N/A	
Subject leader - Drama	Head of Drama	Brantley Rogers
Subject leader - DT	Head of Technology	Phil Neilens
Subject leader - English	Head of English	Sophie Borbon
Subject leader - History	Joint Head of History	Jack Reynolds & Simon Diskin
Subject leader - IT	Head of IT	Jon Power

Responsibility for approval: Board of Trustees

Date of approval:

Subject leader - Mathematics	Head of Mathematics	Arran Webb
Subject leader - MFL	Head of MFL	Jo Taljaard
Subject leader - Music	Head of Music	Nicola Silvester
Subject leader - PE	Head of PE	Sam Stubbs
Subject leader - Science	Head of Science	Dan Gage
Subject leader -		
Subject leader -		
Union Health and Safety Representative		NUE: David Riggs?
Work experience lead		
<b>Outsourced Companies with Health and Safety responsibilities</b>		
<b>Contract</b>	<b>Company</b>	<b>Contact</b>
Access control servicing and maintenance	Plymstock Security Systems	Steve Kendall 01752 404303
Air handling / air conditioning maintenance	Air Improve	Jeremy Lang 01752 769000
Alarm Receiving Centre (Intruder and fire)	Corp Monitoring	0141 847 2026 Site Address: ALPHA 611547
Asbestos surveys and advice	ARMOUR Analytical	admin@armouras.co.uk
Automatic gates/barriers/doors servicing	Plymstock Security Systems	Steve Kendall 01752 404303
Catering contractor	Plymouth Catering Engineers	Chase Martin 07722 256 252
Cleaning contractor	FUSION School Services	Kim Powell 07776 537 117
DT machinery maintenance and servicing	Bowerhill Machinery	01225 705 321
EICR installation condition report (5 yr fixed wire)	Pyramid Electrical Services	phil.riley@pyramid-electrical.com
Emergency lighting servicing and maintenance	Pyramid Electrical Services	phil.riley@pyramid-electrical.com
Fall arrest system inspections	A2M Safety	Jeremy Kinsman 07393 577 135 <a href="mailto:jeremy.kinsman@a2msafety.co.uk">jeremy.kinsman@a2msafety.co.uk</a>
Fire Dampers		
Fire Evacuation chairs / mats maintenance	Unique Mobility (Under review)	01752 546 222
Fire extinguisher servicing and maintenance	JLA Fire & Security Ltd	01422 822 282
Fire Risk Assessment	Firntec Ltd	01752 425 548
Fire system servicing and maintenance (incl. fire shutters, disabled pull cords, refuge alarms, automatic fire doors etc.)	A&M Security Ltd	01752 337 337 Aandmsecurity.co.uk
Fire: Dry and Wet riser maintenance	N/A	
Fire: Sprinkler systems	N/A	
Fume Cupboards maintenance and servicing	Air Improve	Jeremy Lang 01752 769000

Gas servicing; gas taps, interlock and proving, gas cylinder's and LPG	GR Mechanical Ltd	grmechanicalltd@aol.com Denise 01752 263 300
Grounds maintenance/tree survey contractor	Arborcure	info@arborcure.co.uk
Health and Safety External Advisers	Devon Health and Safety Service	Tanya Lloyd
Heating and hot water system servicing	GR Mechanical Ltd	grmechanicalltd@aol.com Denise 01752 263 300
Intruder alarm servicing and maintenance	A&M Security Ltd	01752 337 337 Aandmsecurity.co.uk
Ladder inspections (annual)	In house Site team	
Legionella Service provider LCA registered (L8)	Dantek Enviromental Services	01454 417 920
Legionella Risk Assessment (L8)	Dantek Enviromental Services	01454 417 920
LEV and extraction maintenance and servicing	Bowerhill Machinery Services	01225 705 321
Lift servicing and maintenance	Pickerings	01642 607161 www.pickeringslifts.co.uk
Lifting equipment		
Lightening protection inspections	Redpath Buchanan	01634 828 454 www.redpathbuchanan.co.uk
Lone working monitoring service		
PAT testing	Hawkesworth Appliance Testing	01845 521 788 d.brown@hawktest.co.uk www.hawkesworthappliancecetesting.co.uk
Pest control	Sefeline Safeguard Pest Control	service@safeguardpestcontrol.co.uk
Radiation Protection Adviser (RPA)	Devon Health and Safety Service	education@devoneducationservices.co.uk
Roller shutter doors servicing	Under review	
Site/premises equipment servicing	PS Garden Machinery - Tractor	01752 710 121
Statutory inspections (Insurance)	Zurich	07875 888 562
TM44 (air conditioning) inspections (5 yearly)	Under review	