

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	Moira 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	Head of IT	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)	Estate and Health & Safety Lead	Jeff Arscott
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	Head of Business	Mark Bevin
Subject leader - Drama	Head of Drama	Brantley Rogers
Subject leader - DT	Head of Technology	Phil Neilens

Responsibility for approval: Board of Trustees

Date of approval:

Subject leader - English	Head of English	Aimee Toze
Subject leader - History	Joint Head of History	Jack Reynolds & Simon Diskin
Subject leader - IT	Head of IT	Jon Power
Subject leader - Mathematics	Head of Mathematics	Arran Webb
Subject leader - MFL	Head of MFL	Jo Tailjaard
Subject leader - Music	Head of Music	Nicola Silvester
Subject leader - PE	Head of P.E.	Sam Stubbs
Subject leader - Science	Head of Science	Dan Gage
Subject leader - Geography	Head of Geography	Helen Netting
Subject leader -		
Union Health and Safety Representative		NEU: David Riggs
Work experience lead	Business Teacher	Mark Bevin
Outsourced Companies with Health and Safety responsibilities		
Contract	Company	Contact
Access control servicing and maintenance	Pyramid Electrical	education@devoneducationservices.co.uk
Air handling / air conditioning maintenance	Air Improve	01752 769000 sharoncole@airimprove.ltd.uk www.airimprove.ltd.uk
Alarm Receiving Centre (Intruder and fire)	Corp Monitoring	0771418472026
Asbestos surveys and advice	ARMOUR	admin@armouras.co.uk
Automatic gates/barriers/doors servicing	Plymstock Security Systems	contact@plymstocksecuritysystems.co.uk
Catering contractor	Chase	
Cleaning contractor	Fusion School Services	Kim Powell
DT machinery maintenance and servicing	Bowerhill	01225 705321
EICR installation condition report (5 yr fixed wire)	HT Compliance Services Ltd	0800 622 6363 info@htcompliance.co.uk
Emergency lighting servicing and maintenance	Pyramid Electrical	phil.riley@pyramid-electrical.com
Fall arrest system inspections	In progress now	
Fire Dampers	?	
Fire Evacuation chairs / mats maintenance	Unique Mobility	01752 546 222
Fire extinguisher servicing and maintenance	Totnes Fire Protection	peter@totnesfire.co.uk
Fire Risk Assessment	Totnes Fire Protection	peter@totnesfire.co.uk
Fire system servicing and maintenance (incl. fire shutters, disabled pull cords, refuge alarms, automatic fire doors etc.)	A&M Security Ltd	Aandmsecurity.co.uk
Fire: Dry and Wet riser maintenance	?	
Fire: Sprinkler systems	N/A	
Fume Cupboards maintenance and servicing	Air Improve & Safelabs	01752 769000 (0) 1934 421 340 enquiries@safelab.co.uk
Gas servicing; gas taps, interlock and proving, gas cylinder's and LPG	GR Mechanical	grmechanicalltd@aol.com 01752 263300

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	grmechanicalltd@aol.com 01752 263300
Intruder alarm servicing and maintenance	A&M Security Ltd	Aandmsecurity.co.uk
Ladder inspections (annual)	In house	In house
Legionella Service provider LCA registered (L8)	Dantek	01454 417920
Legionella Risk Assessment (L8)	Dantek	01454 417920
LEV and extraction maintenance and servicing	Bowerhill Machinery Services	01225 705321
Lift servicing and maintenance	Pickerings	01642 607161 www.pickeringslifts.co.uk
Lifting equipment	Unique Mobility	01752 546222 sales@uniquemobility.co.uk
Lightening protection inspections	Redpath Buchanan	01634 828 454 www.redpathbuchanan.co.uk
Lone working monitoring service		
PAT testing	Hawksworth	01845 521788 d.brown@hawktest.co.uk www.hawkesworthapplianceTesting.co.uk
Pest control	Safeline-safeguard	service@safeguardpestcontrol.co.uk
Radiation Protection Adviser (RPA)	Devon Health and Safety Service	education@devoneducationservices.co.uk
Roller shutter doors servicing	N/A	N/A
Site/premises equipment servicing	Tractor	PS Garden Machinery 01752 710121
Statutory inspections (Insurance)	Zurich	07875 888562
TM44 (air conditioning) inspections (5 yearly)	?	