

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	Executive Headteacher	Louise Moretta
Curriculum Leaders Coordinator	Executive Headteacher	Louise Moretta
Data Protection Officer	School Business Lead	Helen Vincent
Designated Safeguarding Lead	Executive Headteacher	Louise Moretta
Duty to Manage Asbestos	Site Manager	James Yeo
E Safety lead	Computing Lead	Sophie Roberts
Educational Visits Coordinator	School Administrator	Vicky West
Estates and Facilities Lead	School Business Lead	Helen Vincent
First Aid Coordinator	Deputy Headteacher	Kirstin Williams
Health and Safety Lead (Curriculum)	Executive Headteacher	Louise Moretta
Health and Safety Lead (Site / compliance)	Site Manager	James Yeo
Key holder(s) (fire, intruder, emergency contact)	Site Manager	James Yeo
	Executive Headteacher	Louise Moretta
	School Business Lead	Helen Vincent
Radiation Protection Supervisor (RPS)	Site Manager	James Yeo
Legionella Appointed Responsible Person (L8)	Site Manager	James Yeo
Legionella Deputy Responsible Person (L8)	Site Manager	James Yeo
SENCO	Deputy Headteacher	Kirstin Williams
Single Central Record manager	School Business Lead	Helen Vincent
Site Compliance Lead	School Business Lead	Helen Vincent
Strategic Health and Safety Lead	Site Manager	James Yeo
Student placement lead	Deputy Headteacher	Kirstin Williams
Subject leader - Art	Class Teacher	Alison Davey
Subject leader - DT	Class Teacher	Rachel Williams
Subject leader - English	Executive Headteacher	Louise Moretta
Subject leader - Humanities	Class Teacher	Naomi Eagers-Bee
Subject leader - IT	Class Teacher	Sophie Roberts
Subject leader - Mathematics	Deputy Headteacher	Alistair Wilson
Subject leader - MFL	Class Teacher	Sophie Roberts
Subject leader - Music	Class Teacher	Simon Cantrill
Subject leader - PE	Class Teacher	Matt Vanstone
Subject leader - Science	Class Teacher	Luke Wilson
Work experience lead	Deputy Headteacher	Kirstin Williams
Outsourced Companies with Health and Safety responsibilities		

Responsibility for approval: Board of Trustees

Date of approval:

Contract	Company	Contact
Access control servicing and maintenance	Universal Fire & Security	01752 511 222
Air handling / air conditioning maintenance	RecoAir	01404 819279
Alarm Receiving Centre (Intruder and fire)	EMS	0844 809 9980
Asbestos surveys and advice	Armour	0117 9606 336
Automatic gates/barriers/doors servicing	Heras uk	0808 164 2250
Catering contractor		
Cleaning contractor		
DT machinery maintenance and servicing	n/a	
EICR installation condition report (5 yr fixed wire)	Cannings / HT Compliance	01392 279 354 0800 622 6363
Emergency lighting servicing and maintenance	Universal Fire & Security	01752 511 222
Fall arrest system inspections	n/a	
Fire Dampers	n/a	
Fire Evacuation chairs / mats maintenance	n/a	
Fire extinguisher servicing and maintenance	Universal Fire & Security	01752 511 222
Fire Risk Assessment	JLA / FireRite	
Fire system servicing and maintenance (incl. fire shutters, disabled pull cords, refuge alarms, automatic fire doors etc.)	Universal Fire & Security HVP	01752 511 222 01392 270 218
Fire: Dry and Wet riser maintenance	n/a	
Fire: Sprinkler systems	n/a	
Fume Cupboards maintenance and servicing	n/a	
Gas servicing; gas taps, interlock and proving, gas cylinder's and LPG	n/a	
Grounds maintenance/tree survey contractor	Countrywide	0808 301 9747
Health and Safety External Advisers	Devon Health and Safety Service	Tanya Lloyd
Heating and hot water system servicing	Sherwoods	0330 390 2058
Intruder alarm servicing and maintenance	Universal Fire & Security	01752 511 222
Ladder inspections (annual)	Premises manager	James Yeo
Legionella Service provider LCA registered (L8)	Churchill	01582 760 055
Legionella Risk Assessment (L8)	Churchill	01582 760 055
LEV and extraction maintenance and servicing	Sherwoods	0330 390 2058
Lift servicing and maintenance	Pickerings	0117 968 0180
Lifting equipment	n/a	
Lightening protection inspections	Redpath Buchanan	01803 862 080
Lone working monitoring service	n/a	
PAT testing	HT Compliance	0800 622 6363
Pest control	Vergo	0344 335 0330
Radiation Protection Adviser (RPA)		
Roller shutter doors servicing	HVP	01392 270 218
Site/premises equipment servicing	Sherwoods	0330 390 2058
Statutory inspections (Insurance)	Zurich	
TM44 (air conditioning) inspections (5 yearly)		