

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	Gemma Wills
Curriculum Leaders Coordinator	Deputy Headteacher	Penny Hackworthy
Data Protection Officer	Business Lead	Emma Harris
Designated Safeguarding Lead	Headteacher	Gemma Wills
Duty to Manage Asbestos	N/A	
E Safety lead	Teacher	Fiona Lloyd-Seetim
Educational Visits Coordinator	Teacher	Fiona Lloyd-Seetim
Estates and Facilities Lead	Premises Manager	Paul Hackworthy
First Aid Coordinator	Teaching Assistant	Jane Long
Health and Safety Lead (Curriculum)	Deputy Headteacher	Penny Hackworthy
Health and Safety Lead (Site / compliance)	Premises Manager	Paul Hackworthy
Key holder(s) (fire, intruder, emergency contact)	Head Teacher and Premises Manager	Gemma Wills & Paul Hackworthy
Radiation Protection Supervisor (RPS)		
Legionella Appointed Responsible Person (L8)	Premises Manager	Paul Hackworthy
Legionella Deputy Responsible Person (L8)	Caretaker	Richard Boyter
SENCO	SENCO	Jenny Dell
Single Central Record manager	Business Lead	Emma Harris
Site Compliance Lead	Premises Manager	Paul Hackworthy
Strategic Health and Safety Lead	Estates Health and Safety Lead	Mark Acher
Student placement lead	Deputy Headteacher	Penny Hackworthy
Subject leader - Art	Teacher	Rebecca Haswell
Subject leader - Business Studies		
Subject leader - Drama		
Subject leader - DT	Teacher	Siobhan Gamper-Clarke
Subject leader - English	Teachers	Jess Worthington & Graham Taylor
Subject leader - Humanities		
Subject leader - IT	Teacher	Fiona Lloyd-Seetim
Subject leader - Mathematics	Teacher	Charley Gwilt
Subject leader - MFL		
Subject leader - Music	Teachers	Jane Mabin & Chris Willett

Responsibility for approval: Board of Trustees

Date of approval:

Subject leader - PE	Teachers	Sasha Davies & Lianne Johnson
Subject leader - Science	Teacher	Sarah McDonald
Subject leader -		
Subject leader -		
Union Health and Safety Representative		
Work experience lead	Deputy Headteacher	Penny Hackworthy
Outsourced Companies with Health and Safety responsibilities		
Contract	Company	Contact
Access control servicing and maintenance	Universal Fire & Security	
Air handling / air conditioning maintenance	Recoair	
Alarm Receiving Centre (Intruder and fire)	EMCS	
Asbestos surveys and advice	N/A	
Automatic gates/barriers/doors servicing	AI Gates	
Catering contractor	Educatering	
Cleaning contractor	Fusion	
DT machinery maintenance and servicing	N/A	
EICR installation condition report (5 yr fixed wire)	HT Compliance	
Emergency lighting servicing and maintenance	Universal Fire & Security	
Fall arrest system inspections	HCL Safety	
Fire Dampers		
Fire Evacuation chairs / mats maintenance		
Fire extinguisher servicing and maintenance	Universal Fire & Security	
Fire Risk Assessment		
Fire system servicing and maintenance (incl. fire shutters, disabled pull cords, refuge alarms, automatic fire doors etc.)	Universal Fire & Security	
Fire: Dry and Wet riser maintenance		
Fire: Sprinkler systems		
Fume Cupboards maintenance and servicing	N/A	
Gas servicing; gas taps, interlock and proving, gas cylinder's and LPG	Sherwoods	
Grounds maintenance/tree survey contractor	Countrywide	
Health and Safety External Advisers	Devon Health and Safety Service	Tanya Lloyd
Heating and hot water system servicing	Sherwoods	
Intruder alarm servicing and maintenance	Universal Fire & Security	
Ladder inspections (annual)	N/A	
Legionella Service provider LCA registered (L8)	Churchills	
Legionella Risk Assessment (L8)	Churchills	
LEV and extraction maintenance and servicing	N/A	
Lift servicing and maintenance	Pickerings Lifts	
Lifting equipment	N/A	
Lightening protection inspections	Redpath Buchanan	
Lone working monitoring service		
PAT testing	In House (Premises Manager)	
Pest control	Valley Pest Control Ltd	
Radiation Protection Adviser (RPA)		
Roller shutter doors servicing	HVP Security Shutters	
Site/premises equipment servicing	N/A	
Statutory inspections (Insurance)		
TM44 (air conditioning) inspections (5 yearly)	N/A	
