

Honiton Community College

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
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
Link Governor – Health and Safety	School Governor	TBC
Local Governing Body Clerk	Clerk to Governors	N/A
Responsible Person for School Health and Safety	Head Teacher	Caroline Brothwood
Strategic Health and Safety Lead	Business Manager	Adam Dowrick
Health and Safety Lead (Site / compliance)	Premises/ Estates Manager	Ben Davis
Health and Safety Lead (Curriculum)	Senior Science Technician	Jo Harvey Ingraham
Site Compliance Lead	Business Manager	Adam Dowrick
Estates and Facilities Lead	Premises/ Estates Manager	Ben Davis
Educational Visits Coordinator	Student Reception	Michelle Blackburn
First Aid Coordinator		TBC
Designated Safeguarding Lead	DSL	Clara Rose
Data Protection Officer	Business Manager	Adam Dowrick
Key holder(s) (fire, intruder, emergency contact)	Premises/ Estates Manager Caretaker Caretaker Business Manager	Ben Davis Roy Huxley Mark Catlin Garner Adam Dowrick
Union Health and Safety Representative	Reprographics Officer	Gill Nichols
Representative of employee safety		TBC
Curriculum Leaders Coordinator	Senior Vice Principal	Marie-Claire Jefferies
Subject leader - English	Associate Assistant Principal, English	Ellie Boyce
Subject leader - Mathematics	Associate Assistant Principal, Maths	Charles Braven
Subject leader - Science	Associate Assistant Principal, Science	Kelly Knight
Subject leader - Humanities	Head of History and Social Sciences	Harriet Flooks
Subject leader - MFL	Head of Department, MFL	Lisa Cooper
Subject leader - PE	Head of Department, PE	Andy Taylor
Subject leader - DT	Head of Department, DT	Bec Dupre
Subject leader - Art	Senior Vice Principal	Marie-Claire Jefferies
Subject leader - Music	Performing Arts Teacher	TBC
Subject leader - Drama	Performing Arts Teacher	TBC
Subject leader - IT	Head of IT	Josh Wright
Subject leader - Business Studies	Business Studies Teacher	Julie Money
Subject leader -		
Subject leader -		
SENCO		Dec Farrell
Radiation Protection Supervisor (RPS)	Science Teacher	Brian Woodward
Single Central Record manager	HR Officer	Katie Metherell

Responsibility for approval: Board of Trustees

Date of approval: 24.05.23

E Safety lead	IT Network Manager	Jon Rose
Student placement lead	Head of MFL	Lisa Cooper
Work experience lead	Lead on Personal Development	Hayley Blight
Outsourced Companies with Health and Safety responsibilities		
Contract	Company	Contact
Health and Safety External Adviser	Devon Health and Safety Service	Tanya Lloyd
Radiation Protection Adviser (RPA)	HCC	Brian Woodward
Catering contractor	Innovate	Steve Diskin
Cleaning contractor	Churchills	Rufus Fidgeon
Grounds maintenance contract	Countrywide	Karren Stagg
Tree surveys	Country wide	Karen Stagg
Fire system servicing and maintenance	Full stop Fire and Security Ltd	Mathew Austin
Fire extinguisher servicing and maintenance	JLA	Louise Harris
Emergency lighting servicing and maintenance	Full stop Fire and Security Ltd	Mathew Austin
Access control servicing and maintenance	Metcalfe Allen	Sharon Allen
Automatic gates/barriers/doors servicing	Door Care South West	Esme Curtis
Roller shutter doors servicing	HVP Security Shutters Ltd	Lynn Edwards
Intruder alarm servicing and maintenance	Full stop Fire and Security Ltd	Mathew Austin
Security (key holders / call out service)	Premises Team	All
CCTV servicing and maintenance	Metcalfe Allen	Sharon Allen
Alarm Receiving Centre (Intruder and fire)		N/A
Electrical maintenance (EICR)	Fords and Sons	E Richards
Lighting and electricals	S Bader Electrical	Sam Bader
PAT testing	Steve Hocking	Steve Hocking
Heating and hot water system servicing and maintenance	MBH	Scott Jackson
Gas servicing; gas taps, interlock and proving, gas cylinder's and LPG	MBH	Scott Jackson
Pressure vessel servicing and maintenance	Zurich and Espresso Catering	
Air handling / air conditioning maintenance	Bartlett	Chris McNulty
TM44 inspections (every 5 years)	Surrey Energy Ratings	James Money
LEV and extraction maintenance and servicing	SW Testing Services	Mike Thomas
Lift servicing and maintenance and servicing	KONE	Wendy Melliush
Lifting equipment (including evacuation chairs)	South Western Aid	TBA
Fall arrest system inspections	Gravity Solutions Limited	Paul Myatt
Ladder inspections (annual)	Premises Team	All
Lightening protection inspections	J Redpath Buchanan Ltd	Amanda Wiggill
Water Hygiene maintenance and risk assessment	Churchills	Sean Smyth
Asbestos surveys and advice	Shield	-
Site/premises equipment servicing e.g. cleaning machinery, genie, scissor lift, tractor etc		N/A
Gritting and snow clearance	Premises Team	All
Pest control	Vergo pest control	Mel Gorman
Fume Cupboards maintenance and servicing	South West Testing	Mike Thomas
DT machinery maintenance and servicing	Bowerhill	Dave Wiltshire
PE Equipment including trampolines	Gym care South West	Pam Evans
Staging Lighting and rigging equipment	Focused Vision Ltd	Simon Venton
Kiln room servicing and maintenance	Process Control Systems	Paul G Griffiths
Load testing of stage lighting bars	TBC	TBC
Outside play equipment (ROSPA inspections)	Proserve	Steve Worth

Defibrillators servicing and battery replacement	Internet search for parts -	
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