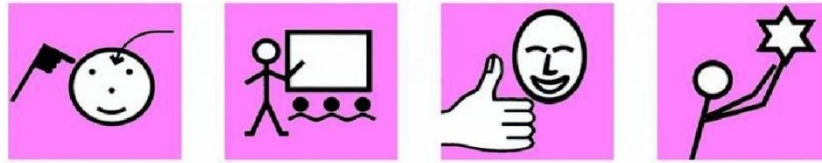


# Severndale Specialist



## Academy

# HEALTH AND SAFETY POLICY

**Policy Proposed: January 2014**  
**Policy to be reviewed: January 2015**

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# 1. Severndale Specialist Academy Statement of Health and Safety Policy

The Academy Directors, Board of Governors and Principal recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors and contractors at the premises and those affected by the Academies activities elsewhere. Within the ethos of self-regulation the Directors, Board of Governors and Principal will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Directors, Board of Governors and Principal, within the ethos of self-regulation, undertake so far as is reasonably practicable to:-

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- Maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- Provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- Ensure safety and the reduction of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary.
- Bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the Academy premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practice of effective procedures for use in the event of a serious risk or imminent danger.

In addition to assist in the proper implementation of this policy the Directors, Board of Governors and Principal will:

- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- Bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the Academies activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

This statement of policy was approved by the Board of Governors - Premises, Security and Health and Safety Committee at their meeting on:-

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Chairperson)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Principal)

## 2. Health and Safety Representatives & Organisation Table

<b>Board of Governors – Premises, Security and Health &amp; Safety Committee</b>	Mrs Jo Humphreys Mr Jeremy Lloyd Tish Hargreaves (Teacher)
<b>Directors</b>	Rob Howard Lucy Harvey Scholes Lynn Hough
<b>Principal</b>	Mr Chris Davies
<b>Assistant Principals</b>	Mrs Sarah Llewellyn Mr Andrew Turner
<b>Academy Business Manager</b> Educational Visits and Health & Safety Coordinator	Mrs Tracey Mullinder ( <i>IOSH Qualification</i> )
<b>Heads of Department</b>	Mrs Sue Dunne - Early Years Department Mrs Sue Dowley – Lower Department Mrs Jo Garner – Middle Department Mrs Lexi Evans – Upper Department Miss Sionbhan Fletcher – Sixth Form Department Mr Garry Dean – Mary Webb Provision
<b>Site Services Supervisor</b>	Andy Turner ( <i>PAT Testing Qualification</i> )
<b>Site Cleaning Supervisor</b>	Paula Lewis ( <i>COSHH Trained</i> )
<b>Portable Electrical Testing</b>	Andy Turner ( <i>PAT Testing Qualification</i> )
<b>First Aid Administration</b>	Sam Nisbet Sarah Downes ( <i>IOSH Qualification</i> )
<b>Health &amp; Safety Administration</b>	Maria Whittaker ( <i>IOSH Qualification</i> )
<b>First Aiders – <i>First Aid at Work Certificate</i></b>	Claire Jones Jayne Parry Amy Brown Terri Glover Lisa Price Chloe Hart Tracey Forrester Katrina Evans Sara Taylor Pat Davies Andy Turner (Site Services) Cathie Holding Sam Nisbet Sarah Downes Sarah Llewellyn Andrew Turner Garry Dean (Severdale @ Mary Webb)
<b>Automated External Defibrillator - <i>(AED) Trained First Aiders</i></b>	Mr Andrew Tuner Sam Nisbet Sarah Downes ( <i>IOSH Qualification</i> )
<b>Accident Reporting</b>	Mrs Tracey Mullinder ( <i>IOSH Qualification</i> )
<b>Accident Recording</b>	Sam Nisbet

## Health and Safety and Welfare Advice & Training

Health and Safety Shropshire Council	Carol Fox 01743 252814
Health & Safety Support Telford and Wrekin	Andy Griffiths 01952 383501

## Risk Management

Fire Safety Officer (Local Authority)	Tim Mason 01743 255684
Nominated Premises Fire/ Emergency Coordinator	Mr Chris Davies Mrs Tracey Mullinder ( <i>IOSH Qualification</i> )

## Reporting and Recording of Accidents etc.

Persons nominated for the documentation of accidents, diseases, dangerous occurrences and incidents of violence	Samantha Nisbet - Administration Assistant
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## Control of Substances Hazardous to Health (COSHH)

COSHH Assessment Coordinator	Mrs Tracey Mullinder ( <i>IOSH Qualification</i> ) Paula Lewis ( <i>COSHH Trained</i> )
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## Fire Safety

Fire Policy Training	Mrs Tracey Mullinder ( <i>IOSH Qualification</i> ) Maria Whittaker ( <i>IOSH Qualification</i> )
Liaising with Fire Marshalls	Mrs Tracey Mullinder ( <i>IOSH Qualification</i> ) Maria Whittaker ( <i>IOSH Qualification</i> )
Fire Safety Reporting	Mrs Tracey Mullinder ( <i>IOSH Qualification</i> ) Andy Turner ( <i>PAT Testing Qualification</i> )
Fire Safety Administration	Maria Whittaker ( <i>IOSH Qualification</i> )

For a full list of Fire Marshall please see appendix A.

### **3. Responsibilities for Nominated Personnel**

#### **3.1 ACADEMY DIRECTORS AND BOARD OF GOVERNORS**

- Will be responsible in conjunction with the Principal to ensure formulation, reviewing and subsequent amendment to the Academies Health and Safety Policy Statement, organisation and arrangements.
- Will cause the Health and Safety Policy to be translated into effective action at all levels within the Academy.
- Will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with Academy rules are implemented and that staff and pupils are operating safe working practices.
- Will ensure that health and safety is put on the agenda of every main Governor meeting.
- In liaison with the Principal, will ensure that professional safety advice is available and that a safety officer for the premises is appointed.
- Will make adequate financial provision for carrying the policy into effect.
- Will cause the effectiveness of the policy and safety performance of the Academy to be monitored.
- Will cause the Health and Safety Policy to be amended whenever necessary.
- Will promote an interest in, and enthusiasm for health and safety matters throughout the Academy.
- Will nominate a Governor to sit on the 'Safe Schools Initiative' Committee.

#### **3.2 THE PRINCIPAL**

- Will be responsible for the implementation of the Health and Safety Policy and will liaise with the Directors and Board of Governors to ensure full compliance with all its requirements.
- Will appoint persons as listed in the Academy so as to deal with the day to day issues on health, safety and welfare.
- Will periodically review the policy and draft amendments to it whenever necessary.
- Will monitor the safety performance of the Academy and take such steps as may be necessary to improve performance.
- Will ensure that all employees are supplied with a copy of the policy and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated.
- Will ensure that effective channels of communication and consultation with staff and safety representatives are maintained.
- Will be responsible for the formulating and execution of the Health and Safety Training Policy for staff, in order for them to undertake their work safely.
- Will ensure that a suitable and sufficient assessment of risks to the health and safety of all persons on the Academies premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk.
- Will promote an interest in, and enthusiasm for health and safety matters throughout the Academy.
- Will ensure that appropriate staff liaise with subject advisers and safety officers on health and safety matters.
- Will provide on-going recommendations and present an annual report on health and safety to the Directors and Board of Governors.
- Will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act 1974.

### **3.3 ASSISTANT PRINCIPALS**

- Will represent the Principal on all safety duties and arrangements in times of absence.
- Will assist the Principal in the promotion of interest and enthusiasm for health and safety matters throughout the Academy.
- Will initiate and maintain positive measures to raise the level of safety performance.
- Will ensure that everyone is conversant with current legislation affecting the health, safety and welfare of pupils and others.
- Will advise the Principal of any matters requiring attention.
- Will liaise with Union Safety Representatives.
- Will be responsible for ensuring that effective standards of health and safety are in place for all educational visits and journeys and for undertaking regular monitoring of the arrangements.

### **3.4 ACADEMY BUSINESS MANAGER**

- Will ensure that all risks to health and safety as required under the Management of Health Safety Work Regulations 1999, and the requirements of this policy are carried out. Any problems or difficulties in meeting these requirements are reported and the appropriate action taken. All risk assessments will be recorded and updated regularly.
- To carry out, or arrange to be carried out, by a competent person or organisation, any risk assessments identified and take into consideration any specific regulations that may apply.
- Will determine the level of competency required to carry out the specific risk assessments and will ensure that the requirements of all applicable regulations and those in the Management of Health and Safety at Work Regulations 1999 are met.
- Will delegate specific tasks to staff members with specific responsibilities as indicated on the Health and Safety Representatives and Organisation Table (page 4).
- Will create a positive approach to accident prevention and the health and safety of pupils and others on the Academies premises.
- Will carry out investigations and periodically inspect the premises and activities in order to determine whether the Law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved.
- Will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (fire extinguishers, first aid kits and electrical apparatus,) working with the nominated personnel.
- Will ensure that leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Academy Business Manager –as soon as possible. The Site Services Supervisor will be responsible for PAT testing (annually or bi-annually) those items of electrical equipment that are provided for cleaning purposes.
- Will liaise with professionals including Enforcement Authorities, Health and Safety Executive, Shropshire Council, Telford and Wrekin Council and The Fire Prevention Officer, etc. on matters of health and safety.
- Will ensure that all staff are conversant with current legislation affecting health, safety and welfare of pupils and others.
- In all health and safety issues dealt with by the appointed Academy Safety Co-ordinator, expert advice will be sought from the Health and Safety Team at the Shropshire and Telford and Wrekin Council's when appropriate.

### **3.5 HEADS OF DEPARTMENT**

- Will ensure that they and the staff under their immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged.

- Will arrange for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training and information on health and safety matters.
- Will initiate and maintain positive measures to raise the level of safety performance within the department.
- Will ensure that all staff are conversant with current legislation affecting the health, safety and welfare of pupils and others.
- Will advise the Principal of all matters requiring attention in writing.
- Will liaise on health and safety matters, with Local Authority's including Shropshire and Telford and Wrekin Councils.
- Will promote an interest in, and enthusiasm for health and safety throughout the Academy.

### **3.6 TEACHING STAFF**

- Will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do.
- Will co-operate with Academy Management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety.
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Principal and/or the Academy Business Manager.
- Will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in our policies and in specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and BAALPE.

### **3.7 SUPPORT STAFF**

- Will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the students and others who may be affected by what they do.
- Will co-operate with Academy Management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety.
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Academy Business Manager (or in her absence the Assistant Principal).

### **3.8 SITE SERVICES ASSISTANTS / CLEANING SUPERVISOR AND ACADEMY BUSINESS MANAGER**

- Will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the students and others who may be affected by what they do.
- Will ensure that they and the staff under their immediate control are familiar with those parts of the Safety Policy which affect them or the activities in which they are engaged.
- Will arrange for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters.
- Will respond to health and safety repairs, as identified, and put into operation as necessary emergency work required ensuring the health and safety of pupils and others.
- Will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues.
- Will liaise with outside professionals on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- Will ensure that safety repairs to the minibuses are carried out where necessary and it is maintained in a safe condition.
- Will promote an interest in, and enthusiasm for health and safety throughout the Academy.
- Will carry out specific tasks in relation to the Academies Fire Safety Policy including testing the alarm system weekly and recording results and responsible for all aspects of site security.



## **4. Board of Governors - Premises, Security and Health and Safety Committee**

### **TERMS OF REFERENCE**

- To consider and recommend to the Directors and Board of Governors any desirable improvement projects that might form the subject of bids. To be responsible for the co-ordination and successful completion of any self-help projects approved by the Directors and Board of Governors.
- To draft for the Directors and Board of Governors approval a written Health and Safety Policy for the Academy.
- To monitor and keep under review the Directors and Board of Governors Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Principal, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the Directors and Board of Governors where appropriate.
- To recommend to the Directors and Board of Governors the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- To make arrangements and establish any necessary procedures to ensure that the Academy site is kept free from litter and refuse.
- To ensure that all security measures, including signage, lighting and procedures are in place.
- In conjunction with the Principal to monitor and generally keep under review, the state of repair of the Academies buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Principal or the Committee any items of concern.
- With the Principal, liaise, as appropriate, with the Academies Building Surveyor over the establishment of the list of necessary repair and maintenance items to be undertaken.
- To, in conjunction with the Principal, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism etc.
- To undertake an annual review of the Academies Information and ICT Policy.
- To monitor and evaluate the application of the Academies Information and ICT Security Policy as adopted by the Directors and Board of Governors and undertake an annual risk assessment.
- To undertake the annual Health & Safety Audit and to report to the appropriate Authority.

### **MEMBERSHIP**

- The Academy has a Health and Safety Committee formed with three Governors and the Principal (ex officio) and the Academy Business Manager.
- Members of the Committee, other than the ex officio member shall be reviewed annually at the Autumn Term meeting of the Directors and Board of Governors.
- The Committee shall appoint its own chair at its first meeting in each academic year.
- The Principal, any teacher Governor, or anyone else employed at the Academy appointed to the Committee shall not be chair.
- In the event of a vacancy arising on the Committee, a successor shall be appointed by the Directors and Board of Governors at its next meeting following receipt of the resignation.
- The Directors and Board of Governors will appoint the Clerk who shall not be the Principal.

### **QUORUM**

At least two Governors must be present for any meeting.

### **MEETINGS**

The Committee will meet as and when necessary to fulfil its responsibilities and to meet any prescribed deadlines imposed or requested.

Meetings of the Committee may be called by the Chair of Governors or the Principal, provided that seven days' notice is given to members with an explanation of the purpose of the meeting.

## **EMPLOYEE REPRESENTATION SAFETY COMMITTEE**

The Academy recognises that it must establish a Safety Committee.

### **TERMS OF REFERENCE**

1. The study of accidents and notifiable disease statistics and trends, so that reports can be made to the Principal on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
2. Examination of safety audit reports on a similar basis.
3. Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety Act, 1974.
4. Consideration of reports which safety representatives may wish to submit.
5. Assistance in the development of safety rules and safe systems of work.

### **MEMBERSHIP**

The Committee shall comprise of five members (the Academy Business Manager, a member of Site Services, Teacher, Teaching Assistant and a representative of the Board of Governors of the Premises Health & Safety Committee).

### **QUORUM**

A quorum shall consist of at least three representatives of the Board of Governors and two staff representatives.

## **5. Academy Health and Safety Policy Arrangements**

### **5.1 FIRE SAFETY**

- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.
- Notices of fire procedures are fixed to visible sites around the Academy and in every classroom.
- All fire escape routes are kept free from obstruction.
- All fire doors are kept permanently unlocked when the premises are in use.
- The Academy Business Manager / Site Services Team checks all fire equipment (termly) to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by (Site Services Assistants in liaison with the Academy Business Manager and Specialist Contractor).
- The fire alarms are tested weekly by Site Services Assistants. Records are kept in a book in the main office.
- An assessment on the risks of fire is carried out by the Academy Business Manager annually. As a result of the assessment, if any issues are identified the Academy treats them with high priority.
- The Staff's first requirement is to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices.
- The Fire Brigade will be summoned by a member of staff working in the main reception in the case of a fire.
- The primary responsibility of class teachers remains to evacuate the premises which should NOT then be re-entered until it is confirmed that it is safe to do so. In circumstances where

the Principal is not at the Academy, once everyone has safely left the building and moved to a place of safety, the senior member of staff present at Assembly Area A will make every effort to ensure that the Fire Brigade is summoned. Making use of the mobile phone held in main reception, which is for emergency use only.

- Members of staff will take the laminated attendance sheet from the classroom when evacuating the building; this will then be used for roll call.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on-site to the main reception sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions. Fire procedure details are held in a folder in the main reception for visitors to read.
- Persons responsible for taking after school clubs should ensure they too are familiar with the fire precautions.
- The Academy premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall.



# Fire Safety Policy Statement

(A copy of this document should be displayed alongside the Health and Safety Policy, and one copy should be placed at the front of the Fire Safety Log Book).

**Name of school or premise: Severndale Specialist Academy**

**Name of the responsible person: Christopher Davies**

The Premise Manager/Principal/Board of Directors and Governors, and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005. These responsibilities are addressed in the above establishment by:

1. the provision of a suitable and sufficient risk assessment using the KYBIB\KYSIB format;
2. appropriate fire precautions\*
3. management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire\*\*

**The following are provided to meet the requirements of the relevant legislation:**

- an appropriate method of giving warning in case of fire;
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- suitable emergency lighting where necessary;
- suitable fire signage;
- suitable fire-fighting equipment at appropriate locations throughout the building;
- appropriate structural fire precautions.

**Our fire safety management plan incorporates:**

- a suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

**Signed: \_\_\_\_\_ (Principal) Date: January 2014**

**N.B.** \* & \*\* Guidance for the fire safety management plan and systems can be obtained from the guidance documents which support the KYBIB\KSYIB these are obtainable from:  
[www.wmarsontaskforce.gov.uk](http://www.wmarsontaskforce.gov.uk) and [www.firesafetylaw.communities.gov.uk](http://www.firesafetylaw.communities.gov.uk)

## **5.2 MEANS OF SAFE ACCESS/EXIT AND ACADEMY SECURITY**

The Academy premises are organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. There are Fire Posters with exit routes on walls and in all rooms in the Academy. Please see Appendix B for an Example Fire Poster.

### **EMERGENCY EXIT DOORS AND ROUTES MUST NOT BE OBSTRUCTED BY RANDOM STORAGE AT ANY TIME.**

#### **SECURITY**

- Gates are locked at the same time each day; in the morning at 9.30 am and after student transport has left the premises at 3.40 pm. After which time access to the Academy is through the main entrance. Extended schools clubs use main entrance.
- The receptionist controls the entrance and exist via main reception of all visitors on site.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- Main doors have good locking mechanisms.
- Hall and the Academy premises are alarmed.
- All Site Services Assistants have a set of keys to access the Academy at any time. They can also activate the Academies electronic security system. The Academy Business Manager has a full inventory of key holders and keys that have been allocated.
- The Academy participates in the 'Safe School Initiative'.
- Anyone working with or giving lifts to the children has been CRB checked.
- An annual audit is undertaken by the Directors and Board of Governors on the Health and safety Committee
- Action plan acted on (see Fire Policy, full copy can be found in the Academy Business Managers office).
- Risk assessments are carried out and authorised before every Educational Visit.
- All P.E. activities have been risk assessed.
- All electrical devices are annually tested in accordance with procedures.
- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.
- Fire hydrants are tested annually.
- Steps in the Academy are marked with a yellow line.
- Blinds have been installed in all classrooms and corridors. For security, the classroom blinds are closed at the end of each day.
- Taybar Security are our appointed contact for out of hours security issues. Random once nightly external patrols are also undertaken.
- All staff are made aware of the Health and Safety at Work Act 1974, and associated legislation through a posters in the staff rooms and reception.
- A HSE Health and Safety Poster is displayed in main reception and in other prominent positions

## **5.3 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

### **NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE ACADEMY UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.**

Whenever the Academy intends to use, or create a substance that could be a risk to the health of staff, children and others the Academy COSHH Assessment Co-ordinators will:-

- Identify and control those substances.
- Minimise the risk to staff and others exposed to those substances.
- Arrange for the provision of information and training needed to do the job safely.

All members of staff have a responsibility for reporting hazards, potential hazards and "near misses" to the Principal or Site Cleaning Supervisor.

- Staff must be aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a simplified Assessment Form, COSHH PS2 must be completed for each substance. Copies of these documents are available in the office. All users will be informed, trained and instructed in the use of these substances. COSHH data sheets are circulated around school.
- Read labels carefully.
- Follow warnings and instructions.
- Use the proper procedures and protective clothing and equipment.
- Learn emergency procedures and practise sensible, safe working habits.
- No new substances are to be used in the Academy until it has first been assessed.
- Be alert to the potential dangers of allowing children to bring their own pens into the Academy.
- Spirit based items should not be allowed.

## **LEGISLATION**

The Control of Substances Hazardous to Health Regulations and for detailed information on substances, refer to the COSHH assessment file.

## **5.4 REPORTING OF ACCIDENTS / VIOLENT INCIDENTS**

### **REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES RIDDOR**

The Reporting of Injuries and Dangerous Occurrences Regulations 1985 (RIDDOR) require that Employers report:

- All fatal and specified major injuries.
- Any injuries that result in the inability of an employee to work more than 3 days.
- Or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the Academy or engaged upon an activity arranged by the Academy.

Under the requirements of the Regulations, where someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations, the Nominated Person, (see list of Representatives and Organisation Table) has to notify the Health and Safety Executive (H.S.E.) immediately by the quickest practicable means. During normal office hours the relevant Authority must be contacted (telephone numbers on the Health and Safety Representatives and Organisation Table they will report the incident if necessary. This must be confirmed in writing within 48 hours by the use of the Council Accident Report Form (CARS). Out of hours it will be necessary to contact the Incident Contact Centre of the H.S.E. directly. Either by phone (0845 30009923) or go online. Instructions are available on the back of the white sheet of the CARS form.

A schedule of injuries and conditions which are required to be reported is listed in the Academies Health and Safety Manual, section 4. 10.

In addition where a serious accident/injury has occurred the Health and Safety Team at the appropriate Authority maybe required investigate the incident.

The CARS form should be used for all accidents, incidents, violence and near misses e.g. reporting deaths, injuries and dangerous occurrences. This includes employees, pupils, visitors, service users, volunteers, contractors, agency and work experience students.

In addition to the completion of the appropriate form, it is useful to ensure that notes of all telephone notifications are made, including:-

- The time of the call.
- The name of the caller.
- Details that were given of the event being notified.

The report form will be signed/completed by the HoD's, the pink copy will be retain on-site for the Academy records. The yellow and white forms are sent to the Health and Safety Team at the Shropshire Council. In the case of a RIDDOR reportable incident the information will be forwarded to the Health and Safety Executive. The Academy will be notified of the outcome and provided with a reference/incident number.

Parents are advised of incidents using a green slip completed by class staff or first aider; this informs parents of what has happened, what injury was sustained and what treatment was given. Accidents are also recorded in the accident folders; employees, pupil to employee, pupil to pupil, near miss and hazard folders located in the Middle Administration Office. For serious injuries parents received a telephone-call.

**Children's allergies are permanently on view to staff and supply teachers on the register sheet.**

**Staff must ensure that they have meetings with potentially hostile parents in the presence of another member of staff.**

**Staff will be trained to handle aggressive or unacceptable behaviour.**

## **NEAR MISS INCIDENTS AND INCIDENTS OF STRANGERS TO BE RECORDED ON INCIDENT SHEETS IN THE 'SAFE SCHOOL INITIATIVE' FOLDER.**

### **REVIEWING THE ACCIDENT**

An analysis of the accident reports and near misses will be undertaken at intervals and considered by both Academy Management and the Governors' Committee with Health and Safety Responsibilities for consideration of further action.

#### **5.5 FIRST AID**

The Academy will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and children should they be injured or become ill.

If medical assistance is thought necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the Academy and the child will be accompanied to the doctor or hospital by a member of staff.

The Academy seeks to ensure that at least two members of staff has received training on a first aid course and hold a certificate issued by an organisation approved by the Health and Safety Executive (see the Organisation Table for names of First Aiders at work recognised by the Health



and Safety Executive). For a full list of staff who have received First Aid Training please see Appendix B.

In any event the Academy will seek to ensure that a person is trained in emergency aid procedures.

### **FIRST AID FACILITIES**

- The first aid kits are placed in clearly identified and accessible locations. In the staff rooms, specialist rooms and in the kitchen.
- Each first aid kit will contain sufficient quantities of suitable first aid materials and nothing else. Forms are available and need to be completed when any materials have been used. Forms then need to be forwarded to a qualified first aider to replenish.
- Contents of the kits will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. Each container contains a list of required first aid items. The kits are checked on a half termly basis by a qualified first aider.
- Disposable plastic gloves will be provided in the first aid kit which will be properly stored and checked regularly to ensure that they remain in good condition.
- Qualified first aiders have their own first aid kits to take with them when responding to a first aid call; they are responsible for maintaining the stock levels in their kit.
- Notices are posted in prominent positions throughout the Academy giving locations of first aid equipment and the names of the first aiders.
- All Academy vehicles have first aid kits on board; these are checked by a qualified first aider on a half termly basis.
- Three members of the Academies qualified first aid team have received defibrillator training. The defibrillator is located in the Business Administration Office. It is the responsibility of the AED trained staff to check the equipment and batteries on a half termly basis.
- First aid bumbags are available from main reception to take on Educational Visits. The party leader is responsible for the bumbag and confirming if materials have been used when returning the bumbag after the visit. A qualified first aider will check the bumbags on a half termly basis.
- Specialist burns kits are available in the HoDs offices located in each department throughout the Academy, qualified first aiders are responsible for checking the burns kit half termly.
- Body spills kits are available in the Heads of Department offices and on Academy vehicles, the kit will remove all liquids and soiling, eliminate all odors and destroy any trace of bacteria.
- Ice packs are stored in freezers in all staff rooms and instant ice packs are available from qualified first aiders.
- First aid consumables are available from the ICT/Admin office on the first floor.

### **RECORDING FIRST AID TREATMENT**

Records of all cases treated will be made and kept in the appropriate Accident and Incident Book. Qualified first aiders also complete their own forms following the incident. The forms are read and authorised by an Assistant Principal, any recommendations with regards to treatment of an injury will be fed back to the first aider.

The names of the persons trained to respond to a first aid call can be found in all staff rooms and in the Health and Safety Representatives and Organisation Table.

### **ADMINISTRATION OF MEDICINES**

The Academy has its own Medication Policy a copy of this policy can be found in the staff rooms and on the Academy website.



## **5.6 CONFIDENTIAL COUNSELLING SERVICE**

Through the School's Advisory Service a counselling scheme and stress management programme is available to all staff. Staff are provided with a card containing important numbers they are able to call. More information can be obtained from the Academy Business Manager.

## **5.7 CONTRACTORS**

Contractors are routinely employed to work on the installation of, modification and maintenance of plant equipment and in building operations and they are made aware of the health and safety standards they must achieve.

The Health and Safety at Work Act 1974, places duties on the employer and the contractor to protect the health and safety of its own employees and other people who may be affected by their work. When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and when agreeing contracts adequate time and money must be allowed for properly addressing health and safety issues.

When selecting a contractor they must supply a copy of their health and safety policy and any relevant risk assessments. They need to be evaluated to ensure they are compatible with the Academies Health and Safety Policy. The documents should adequately cover the risks in the work to be carried out and detail the precautions necessary to eliminate or control the risks.

The Academy will select a competent contractor and consider other indicators such as; approved lists, past performance, work undertaken elsewhere, membership/accreditation of trade bodies & recognised codes of practice.

When contractors work at the Academy they should be made fully aware of the standards of health and safety expected of them, the following are factors that will also be considered as part of the safety vetting procedure:

- Confirmation that the contractor agrees to work in accordance with the Academies Health and Safety Policy and arrangements, and the health and safety requirements laid down in the contract;
- Clarification of the responsibility for provisions of first aid and fire extinguishing equipment; details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- Details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- Clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- Arrangements for suitable working times and segregation of Academy activities from the contractors work areas;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

On contract completion matters relevant to ongoing health and safety should be properly verified and any relevant documentation should be passed over including test certification, safe operating procedures and maintenance routines etc.

Clearly, it is not necessary to go to such elaborate lengths where the contract is very short and will not cause hazards of any significance. The complexity of the arrangements must be directly proportional to the risks and consequence of failure.

All contractors working on the Academy premises are to report to main reception prior to starting work. They must sign the ASBESTOS book and will be expected to operate within the guidelines set.

## **DETAILS OF FIRE AND EVACUATION PROCEDURES SHOULD BE NOTIFIED TO EVERY VISITOR TO THE SITE.**

### **5.8 PORTABLE ELECTRICAL APPLIANCE TESTING (PAT)**

The Academy Business Manager is responsible for ensuring that all portable electric equipment is tested annually by the Site Services Supervisor and an IT Technician both holding the PAT testing qualification. A record of all such electrical equipment used in the Academy is kept in the ICT Office.

No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into the Academy by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The Academy Site Services Supervisor and IT Technician will be responsible for co-ordinating the registration, inspection and testing of equipment.

### **5.9 USE OF PREMISES OUTSIDE ACADEMY HOURS**

Consideration will be given to persons using the premises outside Academy hours in order to ensure their safety. A responsible person will be nominated to represent the Academy and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, safe use of buildings, equipment, substances and other facilities.

A control on numbers of persons attending functions at the Academy will be exercised and the advice of the Fire Prevention Officer sought.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures.

### **5.10 RISK ASSESSMENT**

The Academy will assess the risks to health and safety as required by the management of the Health and Safety at Work Regulations 1999 and:-

- Ensure that there is a system in place to make a suitable and sufficient assessment of the hazards that have the potential to cause harm to any individuals and that appropriate controls and precautions are in place to eliminate or reduce the risk of harm to an acceptable level.
- Inform all those who may be exposed to such hazards the findings of the relevant risk assessment and instruct, inform or otherwise make aware of the controls and precautions required in order to prevent harm to an acceptable level.
- Will identify and use competent persons to carry out risk assessments and utilise the knowledge and experience of all staff and others, where appropriate, in assisting and identifying hazards and developing the corrective actions, controls and precautions appropriate.
- Promote the understanding of risk and "risk taking" to our students.

## **ARRANGEMENTS**

The following arrangements and activities are in place in order to meet the above requirements:

- A risk assessment system that enables the user to apply a consistent interpretation of the level of risk applicable.
- Provision of specialised equipment and materials required to enable any internally appointed assessor to carry out a risk assessment in a suitable and sufficient manner.
- Copies of all current and applicable risk assessments carried out on behalf of the Academy are available for any member of staff to access and consult at any time, these can be located in the Business Administration Office with Maria Whittaker.

### **5.11 RISK ASSESSMENTS - EDUCATIONAL VISITS**

- Teachers will make a pre-visit to the place of their visit.
- They will fill in a risk assessment form. This needs to be signed by the Academy Business Manager or Assistant Principal before the visit takes place.
- They will read the Educational Visits Policy.
- Ratio of adults to children will be discussed with the Academy Business Manager
- They must get the consent of every child's parents/guardian before taking them on a visit.
- On a visit which will extend beyond the Academy day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
- Teachers must remind children to wear seat belts.

### **5.12 GOOD HOUSEKEEPING**

The Academy has adopted policies and practices which lead to a safer working environment.

- All spillages will be immediately cleaned up with safe disposal of the waste.
- All rubbish and waste paper/cardboard will be disposed of, so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The Academy premises will be cleaned to an acceptable standard on a daily basis.
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All Academy staff are responsible on a daily basis for reporting health and safety issues to the Principal.
- All confidential information is to be locked away, a clear desk policy should be adopted by all staff.
- All electrical equipment is to be turned off and not left on standby overnight/over the weekend.

### **5.13 DISPLAY SCREEN EQUIPMENT**

The Academy will ensure that work station assessments are carried out in consultation with employees and their representatives in accordance with the Health and Safety Display Screen Equipment Regulation, 1992.

## **6. MINI-BUS USE**

- All staff must follow the instruction set out in the detailed use of the Academy mini-bus policy.
- All staff must have taken the county test to drive children in the mini bus.
- Staff must check children are wearing seat-belts and if necessary use booster pads.
- Staff who drive the minibus must carry out the pre-use checks and fill in the log book etc.

## **7. PARENTAL/ADULT HELP**

All parents and adults must be police checked if they offer to help with clubs, transport or any other Academy activity. They must prove that their insurance is validated to take children on Academy business and of course that the car is road taxed and MOT.

## **8. BAD WEATHER CONTINGENCY PLANS**

See 'Critical Incident Plan'.

## **9. MONITORING AND REVIEW**

This will happen on an annual basis.

**The Principal and the Health and Safety Committee will be responsible for reviewing, the amending this policy where necessary.**

Print Name:	
Signature:	
Date:	

## A – Fire Marshalling List

<b>Zone 1</b>	<b>Name</b>	<b>Class</b>	<b>Assembly Area / Responsibilities</b>
1A	Debbie Evans <b>Coordinator</b>	L2	A Main car park – Support Traffic Marshal
1B	Melanie Roberts	L3	A Main car park – Assistant Fire Principal
1C	Amy Roberts	L5	B Hearne Way – Assistant Fire Principal
1D	Mary Sparkes	L6	A Hearne Way – Assistant Fire Principal
<b>Reserves</b>	Alison Breeze Sue Biggs Val Jump Sarah Lillestone	L1 L7 L6 EYFS2/4	A or B A or B A or B A or B
Principal A	Chris Davies/ Tracey Mullinder	Admin	A Main Car Park
Reserve Principal A	Lin Lewis	Admin	A Main Car Park
Senior Traffic Marshall	Sam Nisbet	Admin	A Main Car Park
<b>Zone 2</b>	<b>Name</b>	<b>Class</b>	<b>Assembly Area / Responsibilities</b>
2E	Lin Lewis	Admin	A Main car park/Visitor Book/Fire Files Assistant Fire Principal
2F	Lisa Parry	M2	B Hearne Way – Assistant Fire Principal
2G	Michelle Hughes	M1	A Main Car Park
2H	Cherry Holloway	L8	A Main Car Park – Assistant Fire Principal
<b>Reserves</b>	Maria Whittaker <b>Coordinator</b> Stella Bradley Julie Hughes Amy Browne	Admin L8 M2 L9	A A A or B A or B
<b>Zone 6</b>	<b>Name</b>	<b>Class</b>	<b>Assembly Area / Responsibilities</b>
6I	Lorraine Goodsall	M4	B Hearne Way – Principal Traffic Marshall
6J	Sue Titley <b>Coordinator</b>	M8	B Hearne Way – Assistant Fire Principal
6K	Monika Cooper	M10	B Hearne Way – Assistant Fire Principal
<b>Reserves</b>	Sue Hammond Sharon Hunt Claire Brining Cheryl Henley Lorna Ferguson Charlotte McHaddan	M9 M8 M10 M6 M7 Admin	B B B B B B
Principal B	Sarah Llewellyn Andrew Turner		B B
Reserve Principal B	Jo Garner / Sam Carswell		B
<b>Zone 7</b>	<b>Name</b>	<b>Class</b>	<b>Assembly Area / Responsibilities</b>
7L	Tracey Forrester	U4	B– Assistant Fire Principal
7M	Ellen Lincoln	U1	B– Assistant Fire Principal
8T	Georgina Cross	U6	B Traffic Marshall
<b>Reserves</b>	Daniel Evans Claire McAllister Lorraine Glover Frances Williams Julie Crumpton <b>Coordinator</b>	U2 U1 U3 U5 U6	B B B B B
<b>Zone 8</b>	<b>Name</b>	<b>Class</b>	<b>Assembly Area / Responsibilities</b>
80	Uta Heath <b>Coordinator</b>	Outreach	C– Assistant Fire Principal
8P	Carol Berquez	SF6	C– Assistant Fire Principal
8Q	Lin Taylor	SF5	C– Assistant Fire Principal
8R	April Parton	U9	C– Assistant Fire Principal
8S	Harby Young	U11	C– Assistant Fire Principal
<b>Reserves</b>	Vicki Hanks Tina Morris Alex Rawlings Pat Birch Pam Edge Judy Welch Kelly Perkins	SF4 SF8 U8 Outreach SF8 U10 SF7	C C C C C C C
<b>Fire Principals</b>	Lesley Tilling		C
Reserve Principal C	Will Cawood /Siobhan Fletcher		C

# FIRE ACTION – L1

## SEVERNDALE SPECIALIST SCHOOL



**1. Operate nearest fire alarm call point.**



**2. On hearing the fire bell**

The instruction to evacuate will be given by the teacher, who will indicate the route to be followed.

At all times remain calm and act quickly.

**3. Leave the building by the nearest exit as follows:**

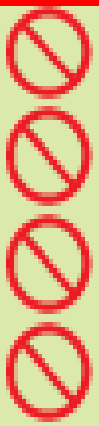
**Route 1 – Exit through fire door, turn left then right, continue to Assembly Point A**

**Route 2 – Turn left out of room into main corridor, turn right make way to end of corridor, turn left through fire doors, turn right and proceed to Assembly Point A**



**4. Report to the assembly point.**

**a. Main Car Park Point A**



**1. Do not stop to collect personal belongings.**

**2. Close all windows.**

**3. Take all emergency medication and absence register to the assembly point.**

**4. Do not re-enter the school until told it is safe to do so.**

## Appendix C – First Aid Staff

### St John Ambulance / Red Cross Certificate Holders

Legal Forename	Legal Surname	Class	Training Course Title	Training Course Start Date	Training Course End Date	Renewal Date
<b>Early Years</b>						
Julie	Powell	EYFS1/3	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Laura	Redworth	EYFS1/3 (M, Tu, F)	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
Amanda	Clegg	EYFS-MAT.	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14
Alison	Smith	EYFS 2	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Sarah	Lillistone	EYFS2/4	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Maria	Nicholls	EYFS2/4	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14
<b>Lower</b>						
Alison	Breeze	L1	Emergency First Aid	02-Sep-13	02-Sep-13	01-Sep-16
Claire	Jones	L1	First Aid at Work	23-Oct-13	25-Oct-13	22-Oct-16
Claire	Jones	L1	Emergency First Aid	02-Sep-13	02-Sep-13	01-Sep-16
Deborah	Evans	L2	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14
Rebecca	Harris	L2 - MAT.	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14
Christine	Roberts	L4	First Aid for Teachers	06-Nov-12	06-Nov-12	05-Nov-15
Marcia	Shepherd	L4	First Aid for Teachers	06-Nov-12	06-Nov-12	05-Nov-15
Tracy	Rothwell	L4 (Th, pm)	Emergency First Aid at Work	02-Feb-12	02-Feb-12	01-Feb-15
Amy	Roberts	L5	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
Jane	Wilding	L5	First Aid for Teachers	18-Feb-11	18-Feb-11	17-Feb-14
Tracy	Thomas	L5	Emergency First Aid	02-Sep-13	02-Sep-13	01-Sep-16
Val	Jump	L6	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
Chris	Mclver	L6	First Aid for Teachers	15-Feb-13	15-Feb-13	15-Feb-16
Jayne	Parry	L6	First Aid at Work	23-Oct-13	25-Oct-13	22-Oct-16
Mary	Sparkes	L6	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14
Judith	Lloyd	L7	Emergency First Aid at Work	20-Oct-11	20-Oct-11	19-Oct-14
Sarah	Rowland	L7 - MAT	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Jenny	Woodhouse	L7	Emergency First Aid	02-Sep-	02-Sep-	01-Sep-

				13	13	16
Stella	Bradley	L8	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
Cherry	Holloway	L8	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
Sarah	Walker	L9	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
Amy	Brown	L9	Emergency First Aid	02-Sep-13	02-Sep-13	01-Sep-16
Amy	Brown	L9	First Aid at Work	23-Oct-13	25-Oct-13	22-Oct-16
Louise	McGowan	HLTA	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
Lyndsey	Peagam	HLTA	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14
<b>Middle</b>						
Michelle	Hughes	M1	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Sophie	Kennedy	M1 (Thurs&Fri)	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
Lisa	Owen	M1:MAT.	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
Julie	Hughes	M2	Emergency First Aid at Work	20-Oct-11	20-Oct-11	19-Oct-14
Lisa	Parry	M2	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14
Stephanie	Davies	M3 (Mon, Wed, Thurs+ Fri)	Forest Schools First Aid	21-Jul-11	21-Jul-11	21-Jul-14
Terri	Glover	M3	Emergency First Aid at Work	20-Oct-11	20-Oct-11	19-Oct-14
Terri	Glover	M3	First Aid at Work	23-Oct-13	25-Oct-13	22-Oct-16
Lorraine	Goodsall	M4	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Lisa	Price	M4	First Aid for Teachers	18-Feb-11	18-Feb-11	17-Feb-14
Lisa	Price	M4	First Aid at Work	23-Oct-13	25-Oct-13	22-Oct-16
Tracy	Rothwell	M4 (Wed)	Emergency First Aid at Work	02-Feb-12	02-Feb-12	01-Feb-15
Anna	Hepplewhite	M5	First Aid for Teachers	18-Feb-11	18-Feb-11	17-Feb-14
Cheryl	Henley	M6	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14
Claire	Murless	M6	First Aid for Teachers	15-Feb-13	15-Feb-13	15-Feb-16
Lorna	Ferguson	M7	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Sharron	Hunt	M8	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Susan	Titley	M8	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Sue	Hammond	M9	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
Claire	Brinning	M10 (Mon, Tues, Thurs+Fri)	First Aid for Teachers	05-Nov-12	05-Nov-12	04-Nov-15
Tracy	Rothwell	M10 (Th, am)	Emergency First Aid at Work	02-Feb-12	02-Feb-12	01-Feb-15
Rebecca	Handley	M11	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14



Katie	Jones	M11	Emergency First Aid	02-Sep-13	02-Sep-13	01-Sep-16
Anna	Gorszczak	HLTA	First Aid for Teachers	06-Nov-12	06-Nov-12	05-Nov-15
<b>Upper</b>						
Andrea	Bayer	U1	First Aid for Teachers	15-Feb-13	15-Feb-13	15-Feb-16
Daniel	Evans	U2	First Aid for Teachers	15-Feb-13	15-Feb-13	15-Feb-16
Chloe	Hart	U2	First Aid at Work (Mon, Tues + Wed (am) only)	01-Oct-12	02-Oct-12	30-Sep-15
Lorraine	Glover	U3	First Aid for Teachers	06-Nov-12	06-Nov-12	05-Nov-15
Louise	Kelly	U3	First Aid for Teachers	05-Nov-12	05-Nov-12	04-Nov-15
Peter	Davies	U4	Emergency Aid in the Workplace	14-Nov-11	14-Nov-11	13-Oct-14
Tracey	Forrester	U4	First Aid for Teachers	06-Nov-12	06-Nov-12	05-Nov-15
Tracey	Forrester	U4	First Aid at Work	23-Oct-13	25-Oct-13	22-Oct-16
Nigel	Boot	U5	First Aid for Teachers	06-Nov-12	06-Nov-12	05-Nov-15
Julie	Chesters	U5	First Aid for Teachers	15-Feb-13	15-Feb-13	15-Feb-16
Georgina	Cross	U6	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Julie	Crumpton	U6	Emergency First Aid at Work	20-Oct-11	20-Oct-11	19-Oct-14
Lexi	Evans	U6	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Alex	Rawlings	U6	First Aid for Teachers	15-Feb-13	15-Feb-13	15-Feb-16
Rachel	Davies	U7:MAT.	First Aid for Teachers	05-Nov-12	05-Nov-12	04-Nov-15
Paula	Watton	U7	First Aid for Teachers	15-Feb-13	15-Feb-13	15-Feb-16
Paula	Birchill	U8	Emergency First Aid at Work	20-Oct-11	20-Oct-11	19-Oct-14
Jenny	Gunby	U8 (Mon, Tues, Thurs+Fri)	First Aid for Teachers	15-Feb-13	15-Feb-13	15-Feb-16
Dawn	Smith	U8	First Aid At Work	19-Mar-13	20-Mar-10	19-Mar-16
Sophie	Kennedy	U8 (Wed)	Child Carers First Aid	05-Nov-12	06-Nov-12	04-Nov-15
April	Parton	U9	Emergency First Aid	02-Sep-13	02-Sep-13	01-Sep-16
Annabel	Mellor	U10 (W pm, Th, F)	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Judy	Welch	U10	Emergency First Aid	02-Sep-13	02-Sep-13	01-Sep-16
Karen	Brownsdon	U11	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Lynne	Graves	U11	First Aid for Teachers	05-Nov-12	05-Nov-12	04-Nov-15
Louise	Fisher	U11 (Thurs+Fri)	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14
Anna	Gorszczak	HLTA	First Aid for Teachers	06-Nov-12	06-Nov-12	05-Nov-15
<b>Sixth Form</b>						

Katrina	Evans	SF1	First Aid at Work	08-Feb-13	12-Feb-13	11-Feb-16
Sara	Taylor	SF1	First Aid for Teachers	18-Feb-11	18-Feb-11	17-Feb-14
Sara	Taylor	SF1	First Aid at Work	23-Oct-13	25-Oct-13	22-Oct-16
Fiona	Perry	SF2	Schools First Aid	09-Jul-12	09-Jul-12	08-Jul-15
Patricia	Davies	SF3	First Aid for Teachers	05-Nov-12	05-Nov-12	04-Nov-15
Patricia	Davies	SF3	First Aid at Work	23-Oct-13	25-Oct-13	22-Oct-16
Lesley	Tilling	SF3	First Aid for Teachers	06-Nov-12	06-Nov-12	05-Nov-15
Faith	Smith	SF4	First Aid for Schools	06-Nov-12	06-Nov-12	05-Nov-15
Bethan	Turner	SF5	First Aid for Teachers	15-Feb-13	15-Feb-13	15-Feb-16
Lynn	Taylor	SF5	Emergency First Aid at Work	20-Oct-11	20-Oct-11	19-Oct-14
Tish	Hargreaves	SF6	First Aid for Teachers	10-Feb-12	10-Feb-12	09-Feb-15
Helen	Hanks	SF6 (Mon, Tues+Wed (am))	First Aid for Teachers	18-Feb-11	18-Feb-11	17-Feb-14
Peter	Lawson	SF7	First Aid for Teachers	05-Nov-12	05-Nov-12	04-Nov-15
Will	Stephens	SF7	First Aid for Teachers	05-Nov-12	05-Nov-12	04-Nov-15
Siobhan	Fletcher	SF8	Emergency First Aid at Work	20-Oct-11	20-Oct-11	19-Oct-14
Tina	Morris	SF8	First Aid for Teachers	05-Nov-12	05-Nov-12	04-Nov-15
Rachel	Moelwyn-Williams	Exams Officer	Emergency First Aid	14-Dec-12	14-Dec-12	13-Dec-15
Deborah	Lokier	HLTA	First Aid for Teachers	18-Feb-11	18-Feb-11	17-Feb-14
Julie	Metcalf	HLTA	Emergency First Aid	02-Sep-13	02-Sep-13	01-Sep-16
<b>SMT/Admin</b>						
Andrew	Turner	SMT	First Aid At Work	11-Feb-13	12-Feb-13	10-Feb-16
Sarah	Llewellyn	SMT	First Aid At Work	07-Feb-13	08-Feb-13	06-Feb-16
Cathie	Holding	Admin	First Aid At Work	30-Jan-13	01-Feb-13	29-Jan-16
Sarah	Downes	Admin	First Aid at Work	12-Sep-11	14-Sep-11	11-Sep-14
Samantha	Nisbet	Admin	First Aid At Work	26-Sep-11	28-Sep-11	25-Sep-14
<b>Site Services/Other</b>						
Paul	Burton	D&T	First Aid for Teachers	18-Feb-11	18-Feb-11	17-Feb-14
Tracy	Morgan Jones	Outreach	First Aid for Teachers	06-Nov-12	06-Nov-12	05-Nov-15
Andy	Turner	Site Services	First Aid at Work	23-Oct-13	25-Oct-13	22-Oct-16
<b>Mary Webb</b>						
Heather	Atherton	MW	First Aid for Teachers	15-Feb-13	15-Feb-13	14-Feb-16
Helen	Edwards	MW	First Aid for Teachers	18-Feb-11	18-Feb-11	17-Feb-14

Tracey	Edwards	MW	Forest Schools First Aid	12-Aug-13	13-Aug-13	12-Aug-16
Isobel	Holdsworth	HLTA - MW	Emergency First Aid at Work	20-Oct-11	20-Oct-11	19-Oct-14
Julie	Howarth	MW	First Aid at Work	23-Oct-13	25-Oct-13	22-Oct-16
Deborah	Llewellyn	MW	Pediatric First Aid	20-Oct-11	20-Oct-11	19-Oct-14