



Health and Safety Policy



Latest Review/Update: October 2018
Next Planned Review: When required by change

Table of Contents:

Section A: Statement of Intent

A1: Health and Safety Policy Statement

Section B: Organisation:

- B1: Employer Responsibilities
- B2: Principal Responsibilities
- B3: Governors' Responsibilities
- B4: Staff Responsibilities
- B5: Area Education Officers (AEO)
- B6: Capital & Premises Development Manager
- B7: Property and Infrastructure Support
- B8: Safety Representatives
- B9: Consultation with Employees
- B10: Information, Instruction and Supervision
- B11: Competency for Health and Safety Tasks and Training
- B12: Monitoring

Section C: Arrangements:

- C1: School Activities
- C2: Visitors
- C3: Fire and Emergency Procedures
- C4: Fire Fighting
- C5: Maintenance of Fire Precautions
- C6: Bomb Alerts
- C7: First Aid Arrangements
- C8: Information Technology (IT)
- C9: Safe Handling and Use of Substances
- C10: Legal Requirements for Premises
- C11: Inspection of Premises, Plant and Equipment
- C12: Asbestos Management
- C13: Legionella Management
- C14: Radon Management
- C15: List of Risk Assessments, Policies and Procedures to complement this Policy

Appendix 1: On-Line Appendices and References:

- Annex 1: Emergency Planning for Kent Schools
- Annex 2: Guidance on First Aid for Schools – A Good Practice Guide
- Annex 3: Incident / Accident Reporting
- Annex 4: COSHH Risk Assessments on Kelsi
- Annex 5: Inspection Proforma on Kelsi
- Annex 6: Fire Policy and other linked Documents
- Annex 7: Heating Oil Storage and Management Checklist
- Annex 8: Asbestos Policy and Docubox Contents
- Annex 9: List of Hazardous Substances on the Premises
- Annex 10: Health and Safety of Pupils on Educational Visits

Appendix 2: Useful Contacts

Appendix 3: School Staff Contacts



Section A – Statement of Intent:

The Principal and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Section B – ORGANISATION

B1: Employer Responsibilities

The school's Governing Body as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Principal, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Principal will ensure the overall implementation of the policy.

B2: Principal's Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with KCC Property and Infrastructure Support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the Principal.

B3 – Governors’ Responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the Local Authority (“LA”) concerning the health and safety of persons in school, or on school activities elsewhere.
- The governing body will make adequate provision for maintenance of the school premises and equipment within the school’s delegated budget.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor: Mrs D Hancock
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B4 – Staff Responsibilities

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Health & Safety Officer or their line manager.

B5 – Area Education Officers (“AEO”)

- The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education, Learning and Skills.
- The AEO will raise specific health and safety issues with the Health and Safety Unit.

Name of AEO: Marisa White
Contact No: 03000 410129 (PA Jill Clinton)

B6 –Capital & Premises Development Manager

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

B7 – Property and Infrastructure Support

- Will ensure that property matters for which the LA as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Principal is responsible for liaising with KCC Property and Infrastructure Support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B8 – Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.
- Represent employees when Health and Safety Inspectors from the Health & Safety Executive or LAs consult them.
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.
- Present the findings of investigations to the governing body.
- Inspect the workplace.
- With at least one other appointed representative, request in writing that the school sets up a health and safety committee and attend health and safety committee and meetings as a representative of your employees.

Names of Trade Union Representatives: Not applicable/None

Contact details:

Alternative Consultation Arrangements:

Name of Employee Representative: Not applicable/None

Contact details:

B9 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A health and safety committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff meeting agendas.

B10 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- Copies of the Health and Safety Law Poster can be found:

Location of Poster: Reception foyer, 6th Form foyer, the MIDAS Centre foyer and Site Office

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Principal or other delegated key members of staff.
- The Principal will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B11 – Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Deputy Principal.
- Training will be identified, arranged and monitored by the Deputy Principal and the governing body.
- Staff are also responsible for drawing to the attention of the Deputy Principal their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is: Deputy Principal

B12: Monitoring

- The Principal will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The Health & Safety Officer is responsible for investigating accidents although the accountability lies with the Principal.

- The Deputy Principal is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Principal.
- The Principal is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The Principal will ensure that risk assessments are undertaken. *See annex 10*
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Principal or their delegated responsible person.
- The Principal or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Curriculum Safety Risk Assessments: Hydrotherapy pool use, PE, Design & Technology, Science, Pets as Therapy, Playground and Food Technology

C2: Visitors

- All visitors shall be directed by clear signage to the reception where appropriate arrangements for the signing in and out and identity badges will be provided, noting vehicle registration numbers as appropriate.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

C3: Fire and Emergency Procedures

- The Principal is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. *See annex 7*
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: Listed at Appendix 3 – and displayed in Key Stages throughout the school

- Instructions to employees are posted at:

Specify sites: Every classroom and communal area

- Emergency evacuation will be practiced three times a year and a record will be kept:

A record will be kept by: The Health & Safety Officer

- Kent Fire and Rescue will be contacted by:

Specify whose role it is to make the call: A member of the Facilities Team

- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out: Monday mornings at 07:10 – 07:30am
Name of tester: A member of the Facilities Team

- The fire log book will be kept:

Specify who will keep the log and where: The Health & Safety Officer in the Finance/HR office

C4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire. See annex 9.

Name of Responsible Person for Fire Safety: A member of the Facilities Team

C5: Maintenance of Fire Precautions:

The Principal will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements.
See annex 1

- The Principal is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

C7: First Aid Arrangements

- The Principal will ensure that there are an appropriate number of designated and trained first aiders in the school.

A list of first aiders and contact details can be found: Listed at Appendix 3 – and displayed in Key Stages throughout the school

- The Principal will ensure that there are an appropriate number of first aid boxes, with instructions.

The first aid boxes are located in: Hygiene rooms within Key Stages

- A first aid risk assessment will be carried out by the Principal to determine the above factors. *See annex 2*
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. *See annex 3*
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '13 will be reported to the HSE by school.

HSE Contact Details:
Incident Contact Centre www.hse.gov.uk

- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information Technology

- The Principal ensure that suitable arrangements are in place for the use of Information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.

- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed. *See annex 4*

C9: Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 2012 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe Handling and Use of Substances

- The Principal is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Principal or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Principal will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- The Principal will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The Principal will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. *See annex 6*
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Principal/Deputy Principal using the checklists. *See annex 6.*
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

C12: Asbestos Management

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The Principal will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask

all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The Principal or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella Management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

Property and Infrastructure Compliance Manager: David Wicks

Telephone Number: 03000 416918

C14: Radon Management

The Principal has a duty to safeguard the health of their selves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with Kent County Council and Health Protection Agency guidance.

C15: List of Risk Assessments, Policies and Procedures to complement this Policy

- Asbestos register (held at Reception)
- Control of chemicals hazardous to health safety data sheets (COSHH)
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Legionella records
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- School events
- School facilities (hydrotherapy pool)
- Working at height
- Waste management

APPENDIX 1 – ON-LINE ANNEXES AND REFERENCES

Annex 1: Emergency Planning Guidelines for Kent Schools
(Assistance with this document can be found on Kelsi)

Annex 2: Guidance on First Aid for Schools – A Good Practice Guide
Managing Medicines in Schools and Early Years Settings

Annex 3: Incident/Accident Reporting

Annex 4: COSHH Risk Assessments on Kelsi

Annex 5: Inspection Proforma on Kelsi

Annex 6: Fire Policy and other linked Documents

Annex 7: Heating Oil Storage and Management Checklist

Annex 8: Asbestos Policy and Docubox Contents

Annex 9: List of Hazardous Substances on the Premises

Annex 10: Health and Safety of Pupils on Educational Visits

The above can all be found on Kelsi <https://www.kelsi.org.uk/> using the search function

APPENDIX 2: USEFUL CONTACTS

KCC Health and Safety Unit

Health and Safety Advice Line: **Tel:** 03000 418456 **Fax:** 03000 420330

Location: Room 3.32 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 413971 Email: outdoor.education@kent.gov.uk

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Client Services – Caretaking, Cleaners and Waste Management

Client Service Manager.

Tel: 03000 416050,

Location: Room m2.33, Sessions House, Maidstone, ME14 1XQ

Insurance and Risk Management

Darryl Mattingly - Insurance and Risk Manager.

Tel: 03000 416440, Email: darryl.mattingly@kent.gov.uk

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, and Support Line. **Tel:**

03000 411411 Email: occupational.health@kent.gov.uk **Location:**

Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk Website: www.kent.gov.uk/property

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Property and Infrastructure Support – **Delete if not applicable*

Bill Ogden	Operational Services Manager	Tel: 03000 416526
Lynn Keeley	Maintenance / Statutory Team Manager	Tel: 07786 191664
*Mark Carnt	Building Contracts Manager (East Kent)	Tel: 07920 538423
*Ian McGrath	Building Contracts Manager (Mid Kent)	Tel: 07710 339764
*Steve Mercer	Building Contracts Manager (West Kent)	Tel: 07827 970565
Steve Hamilton	Statutory Services Manager (asbestos/legionella)	Tel: 07920 548911
Roger Aldridge	Mechanical & Electrical Stat. Compliance Manager	Tel: 07825 506627

KCC Property Service Desk.

Tel: 24 hours, 7 days per week: 03000 417878

Location: Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

Health and Safety Executive

Enforcement of Health and Safety Legislation.

Tel: 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

Location: Local office: International House, Dover Place, Ashford, TN24 1HU

County Fire & Rescue Service

Barry Healey, Station Manager – School Premises.

Tel: 01622 692121 Ext.7621

Location: Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

RIDDOR Incident Contact Centre

The reporting service for work-related health and safety, RIDDOR incidents to the HSE. Website: www.riddor.gov.uk. E-mail: riddor@connaught.plc.uk.

Employment Medical Advisory Service (EMAS)

The Executive's Employment Medical Advisory Service (EMAS).

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

CLEAPSS (The Consortium of Local Authorities for the Provision of Science

Services Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

Safe Practice in Physical Education and School Sport

Association for Physical Education.

Tel: 0118 378 6240, email: enquiries@afpe.org.uk Website: www.afpa.org.uk

Location: Room 117, Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 03000 420019

Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

Trade Union Representatives

John Walder	NUT	Sturry Academy
Christine Dickenson	NUT	Brook Education Centre
Sandra Silvester	NUT	Norton Knatchbull
School Fred Blunt	NUT	Weald of Kent
Trevor Davies	NASUWT	Bennett Memorial School
Mark Dickinson	NASUWT	Maidstone Grammar School for Girls
Colin Mills	NASUWT	Dane Court Grammar School, Broadstairs
John Paul	ATL	Barming Primary School – ATL Julie Huckstep
	ATL	Hartsdown Technology School Carol Arthur
	UNISON	St Lawrence in Thanet CEJ School
George Hold	UNISON	St Lawrence in Thanet CEJ School

APPENDIX 3: SCHOOL STAFF CONTACTS

NAMES OF PERSONS REFERRED TO IN THIS SCHOOL HEALTH AND SAFETY POLICY

Principal	Ms J Palmer
Chair of Governors	Mrs R Kane
Governor for Health and Safety	Mrs D Hancock
Facilities Team:	
Facilities Manager	Mr N Gordon
Caretaker	Mr D Sattin
PE Co-ordinators	Miss V Van't Riet Mr J Xavier
Fire Wardens	Mr N Gordon

PAEDIATRIC FIRST AIDERS/ EMERGENCY FIRST AIDERS – HONEYBEES, EYRS, KS1 AND KS2

Name	Qualification	Class/Base	Location
Rebecca Miles	2 day Paediatric first aid	Honey Bees	Honey Bees
Holly Vince	2 day Paediatric first aid	Honey Bees	Honey Bees
Kayleigh Terry	2 day Paediatric first aid	EYRS	EYRS
Karen Coleman	2 day Paediatric first aid	Squirrels	KS1
Lynne Wheeler	2 day Paediatric first aid	Butterflies	KS2
Donna Petrie	2 day Paediatric first aid + Emergency First Aid at Work	Swallows	KS1
Michelle Topham	2 day Paediatric first aid	Squirrels	KS1
Louise Dennis	2 day Paediatric first aid	Lower School	KS1
Tammy Brooks	Emergency first aid	Lower School	KS1/KS2

PAEDIATRIC FIRST AIDERS/ EMERGENCY FIRST AIDERS – KS3, KS4 AND 6TH FORM

Name	Qualification	Class/Base	Location
Amanda Woolnough	1day Paediatric first aid/ Emergency first aid	Secondary	KS3
Kim Webb	2 day first aid at work	Eistein	KS4
Yvonne Scoble	1day Paediatric first aid/ Emergency first aid	Secondary	KS4
Blanca McDonagh	2 day Paediatric first aid	Secondary	KS4
Debbie Burrows	2 day Paediatric first aid	Secondary	IMPACTS/ASD
Jackie Clifton	2 day first aid at work	Secondary	IMPACTS/ASD
Jennifer Lucas	Level 3 Paediatric first aid	Secondary	IMPACTS/ASD
Kelly Birchmore	2 day Paediatric first aid + Emergency First Aid at Work	6 th Form	6 th Form
Pam Harris	2 day first aid at work	6 th Form	6 th Form

COVER SUPERVISORS

Name	Qualification	Cover	COMMENTS
Marie Sacre	2 day Paediatric first aid + First aid at work	EYRS, KS1,KS2	These staff are cover supervisors so may be anywhere in the school
Simon Jones	First aid at work	KS3,4	

FIRST AIDERS FOR WHOLE SCHOOL

NAME	QUALIFICATION	CLASS/BASE	LOCATION
Kate Alderdice	First Aid at Work, 2 day Paediatric first aid	PHONICS ROOM	Main corridor
Di Simms	3 days First aid at Work, 2 day Paediatric first aid	Medical Room	Next to Nurses Room
Jon Sieloff	3 day First aid at Work, 2 day Paediatric first aid	PE Office	
Sam Duggan	2 day Paediatric first aid + First aid at Work	Teacher	
Yvonne Cherry	2 day first aid at work/ Paediatric first aid	MOVE Coordinator	Therapy Room

FIRST AIDERS – SITE TEAM

Name	Qualification	Class/Base	Location
David Sattin	First aid at Work	Premises Team	Site office

OTHER FIRST AIDERS

Name	Qualification	Base	Location
Dan Zaccheo	Emergency First aid at work	Deputy Head	1 st Floor
George Taylor	First aid at work	Teacher	Einstein/Food tech
Liz Lewis	2 day first aid at work	Midas	Midas Office
Viv Van't Riet	1 day Paediatric first aid/Emergency first aid	PE	PE Office
Lisa Alexander	First aid at work	Admin	1 st Floor
Angela Howe	1 day Paediatric first aid/emergency first aid at work	Lower School Head	Gr floor
Aliye Neale	1 Day Emergency first aid	Secondary	KS3
Suzanne White	1 Day Emergency first aid	Secondary	IMPACTS/ASD
Caroline Jaques	1 Day Emergency first aid	6 th Form	6 th Form
Denise Edwards	1 Day Emergency first aid	6 th form	6 th Form