





THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

Health and Safety policy

 	Name of School	The Coopers' Company and Coborn School
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	Who reviewed this policy?	Mr Lee Hanford
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1. Aims

Our school aims to:

Provide and maintain a safe and healthy environment

Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site

Have robust procedures in place in case of emergencies

Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.0 The local authority and governing board

The ultimate responsibility for ensuring a safe and health environment within the School rests with the Governing Board

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Ms Sue Hay Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Board as the employer, also has a duty to:

Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks

Inform employees about risks and the measures in place to manage them

Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Mr Daniel Shore.

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

Implementing the health and safety policy

Ensuring there is enough staff to safely supervise pupils

Ensuring that the school building and premises are safe and regularly inspected

Providing adequate training for school staff

Reporting to the governing board on health and safety matters

Ensuring appropriate evacuation procedures are in place and regular fire drills are held

Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

Ensuring all risk assessments are completed and reviewed

Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, Mr Robert Bell, Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Mr Lee Hanford, Head of Site & Services.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

Co-operate with the school on health and safety matters

Work in accordance with training and instructions

Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

Model safe and hygienic practice for pupils

Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

Mr Lee Hanford, Head of Site & Services is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Mr Lee Hanford, Head of Site & Services, Mr Patrick Galvin & Mr Jon Diss Maintenance Assistant are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell

Fire alarm testing will take place on Friday mornings once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk

Staff and pupils will congregate at the assembly point on the School field.

Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

A member of the School office staff is allocated to take a register of all staff.

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1. *See Fire Safety Policy for more detailed information*

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Mr Lee Hanford, Head of Site & Services and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

*A water risk assessment has been completed on 20th January 2021 by Darren Jones on behalf of HSL
Compliance is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book*

This risk assessment will be reviewed every 5 years and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: weekly run off of all water outlets including showers, monthly water outlet temperature checks by school staff and by external competent person, bi-annual disinfected of water tanks. The addition of localised water heaters in toilets and sink areas will also ensure hot water temperatures are achieved.

6.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on the school site.

See Asbestos Management plan for more information regarding Asbestos

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to Mr Lee Hanford, Head of Site & Services immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

Where necessary a portable appliance test (PAT) will be carried out by a competent person

All isolators switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the Mr Lee Hanford, Head of Site & Services.

7.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

7.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

8. Lone working

Lone working may include:

Late working

Home or site visits

Weekend working

Site manager duties

Site cleaning duties

Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

The School keeper retains ladders for working at height

Pupils are prohibited from using ladders

Staff will wear appropriate footwear and clothing when using ladders

Contractors are expected to provide their own ladders for working at height

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

There will always be at least one first aider on school trips and visits

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking & Vaping

Smoking & vaping is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

Wash hands with liquid soap and warm water, and dry with hand dryers or paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Sanitise hands

Spitting is discouraged

15.3 Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

Clean the environment frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

Place all items into a clinical waste bin

15.6 Laundry

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy

Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 2.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

16. New and expectant mothers

The School follows all up to date guidance from Juniper Hr, regarding new and expectant mothers including guidance relating to Covid-19

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

18. Accident reporting

18.1 Accident record book

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident

Information about injuries will also be kept in the pupil's educational record

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Reporting to the Health and Safety Executive

Mr Lee Hanford, Head of Site & Services will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). Accident report & analysis information are kept in a secure location, Humanities containers, for a period of 25 years.

Mr Lee Hanford, Head of Site & Services, will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents

A member of the School Office staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Mr Lee Hanford, Head of Site & Services will also notify RIDDOR (HSE) of any serious accident or injury to, or the death of, a pupil while in the school's care.

19. Safety representatives & Safety committee

19.1 Health & Safety Representatives Inc. Legal Obligations

Ensuring the health and safety of the pupils, staff and members of the public on the school premises is an essential part of risk management and is led by the governing board at the appropriate level. They ensure that the school are compliant with the appropriate health and safety legislation. The board's oversight of health and safety is to be conducted at committee level through a dedicated health and safety committee, or another committee delegated with these responsibilities. The relevant committee reviews report and information to monitor the school's practice against its policy to ensure compliance with legislation, good practice, mitigate against risks etc. A nominated School governor is tasked to have specific oversight of health and safety, report to the board on compliance and on any presenting issues.

Regardless of how the governing board's responsibility for health and safety is carried out in practice, it is important to remember that the responsibility is carried out at a strategic level. The operational management of health and safety issues, such as health and safety checks, should be delegated to appropriately trained employees in the school.

19.2 Health & Safety Committee

There is a need for effective consultation on Health & Safety to positively promote communication & co-operate between management & staff to aid in the development of a health & safety culture. Good communication will also enable effective monitoring measures to ensure health & safety at work.

Health & safety is not, however, a separate issue but rather is just one aspect of the management process. When problems arise in a specific area they are expected to be & will normally be, solved within the usual line management procedures. This is the normal way of dealing with management issues & is effective in the vast majority of cases. However, it is recognised that for some health & safety issues there also needs to be more general mechanism for communication & consultation with staff.

The Health & Safety committee group has representatives from union staff & non-union staff. **(details of named representatives on page 33)**

The School will make available to the staff representatives such information to enable them to participate fully effectively in the consultation & in carrying out of their functions.

20. Health & Safety Advice

Advice is sourced from various professional Health & Safety organisation – CLEAPPS (Consortium of Local Education Authorities for the Provision of Science Services) IOSH (Institute of Occupational Safety), Havering Borough council Health & Safety department carry out on site audits and provide necessary information such as Risk assessment & formats, compliance methods, current Health & Safety guidelines including ladders, work vehicles, towers, space & lighting etc

21. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

22. Monitoring

This policy will be reviewed by Mr Lee Hanford, Head of Site & Services every 2 years.

At every review, the policy will be approved by the Ms Susan Hay Headteacher & the Health & Safety Representative on the Governing Board

Monitoring is necessary for two reasons: -

- To assess whether the policy is being effectively pursued and
- To ascertain the extent to which it is having the desired effect.

Inspections of the School will be carried out annually by the Health & Safety co-ordinator and an external Health & Safety Consultant.

An internal review of health and safety arrangements and procedures will be carried out annually by the Health & Safety Co-ordinator, using a checklist provided by Strictly Educational Advisors. A report will be made to the Governing Board.

All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary reports will be submitted to the Governing Board.

The Health and Safety Committee will examine accident and incident records at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event.)

In addition to the above, annual inspections are carried out of the following equipment:

PE equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems and the kiln & fume cupboards etc

Senior members of staff should constantly monitor the implementation of those sections of the safety policy & safety procedures for which they have responsibility. They should take appropriate corrective action when it is noted that the policy or safety procedures are not being effectively implemented. The action will depend on the degree of non-compliance, the seriousness of the consequences & the reason for the non-compliance. The action may include: -

- (i) Verbally advising the person failing to implement the policy or procedure;
- (ii) Formally advising the person referring those contents of the policy or procedure not being effectively implemented to the Head Teacher for review.

23. Radiation Protection Advice

The School uses radioactive sources at a level which will require the services of:

- (a) A Radiation Protection Adviser (RPA);
- (b) A Radiation Protection Supervisor (RPS);

The RPA will be provided through the County Education Department's Health and Safety Advisory Service.

The role of RPS will be provided by a specialist member of the School's Science Department, Senior Technician Mr Nick Galvin.

24. Medicines & Administration

24.1 Guidance Information

Medicines should not be given in school by members of staff. If medicines are required by students during a school day, Students or parents/carers are required to administer the does.

24.2 Prescription Medicines

Medicines and these medical procedures which are prescribed/directed by a registered medical practitioner: would include General Practitioners (GP's), hospital/clinics, Registered Homeopathic Practitioners, Dentists

No Pupil is permitted to carry any medicines around school with them with the exception of an Epi-pen (**see 24.6**)

24.3 Staff responsibility

Staff who take responsibility for administering medicines (epi-pen) and performing medical procures, such as staff who are qualified First Aiders, must be provided with appropriate instruction/training and protective clothing i.e. gloves.

24.4 Storage and Supplies

Medicines and supplies/equipment must be labelled with the pupil's name and dosage and stored appropriately, e.g. fridge (separate from food items) or sealed container, to which access is strictly limited.

Staff should ensure that the parent provides an adequate supply and have a suitable system for ensuring replenishment. It is the parent's responsibility to replace any medicine which are about to expire.

The medicine should be brought to school by an adult, not the child, and be given to the appropriate member of staff.

24.5 Health Care Plan

A Health Care Plan is to be sent out to those parents/guardians whose children may require medical assistance over a long period.

The Health Plan is drawn up by the School in conjunction with the School Nurse.

The information that the parent will give the school on the Health Care Plan is as follows: name, date of birth, medical diagnosis e.g. asthma, allergic reaction, key health implications for school, parent/carer contact details.

The parents will detail the condition of the pupil, how long the effect will last, medication the child will bring onto school, any special considerations that need to be including their child can lead as normal a school life as possible.

The School should receive clear written instructions from parents regarding dosage. Where appropriate, a doctor's note should be received to the effect that it is necessary for the child to take medication during school hours.

The parent will sign that they give permission for a nominated member of support staff or teaching staff to give their child the medication they require. This will also be countersigned by the Chair of Governors and the Headteacher.

Copies of the Health Care Plan are distributed to the Parent/Carer, GP, Consultant/School Nurse, Children's Home Care Team, School Advisory Teacher for Students with Disabilities/Physical Impairment/Medical Conditions (SENCO) and other relevant agencies

Photos of all Students with Health Care Plans and what their medical needs are available for staff members to view on the school's 'O' drive, sub folder, Health care plans,.

Teachers must be informed of what a pupil's condition is and their medical needs

Health care Plan to be reviewed when appropriate

24.6 Administering the Epi - Pen

An epi pen is an injection of adrenaline administered to anyone (usually in the top of the thigh) who has a severe allergic reaction to a particular thing e.g. peanuts, wasp/bee stings. Without this device there could possibly be serious consequences.

Staff who administer Epi-pen are 'volunteers' and will be provided with instruction on use and training on its use.

All Epi-pens are to be clearly labelled with the pupil's name and placed in a small container and stored in the Medical Room by the Main Office.

It is the parents' responsibility to replace the epi-pens if they are close to their expiry date.

25. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan

Appendix 1. Fire safety checklist - This is completed on a Monthly basis

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check](#).

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.

Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.

E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).

Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

FIRST AIDERS AS AT SEPTEMBER 22

NAME	DEPT	NAME OF QUALIFICATION (i.e. First Aid at Work, Appointed person one day or Activity First Aid)	DATE QUALIFIED	DUE FOR REFRESHER OR REQUALIFICATION (R for Refresher and Q for Requalification)
LEE HANFORD	SITE MANAGER	FIRST AID AT WORK	16/01/2023	15/01/2026 ®
CLAIRE BRENNAN	DT	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
CATHERINE FOSTER	SCIENCE	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
SOPHIE EDMEADES	HISTORY	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
JENNY RUTH	FOOD TECH	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
LOUISE HANDLEY	ENGLISH	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
LEXI WILLIAMS	MUSIC	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
LES EGALTON	SITE TEAM	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
GARY MORRELL	SITE TEAM	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
KATIE TURNER	SCIENCE TECH	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
ASHLEY MARLOW	SCIENCE TECH	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
JENNY MCARDLE	SCHOOL OFFICE	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)

NAME	DEPT	NAME OF QUALIFICATION (i.e. First Aid at Work, Appointed person one day or Activity First Aid)	DATE QUALIFIED	DUE FOR REFRESHER OR REQUALIFICATION (R for Refresher and Q for Requalification)
CALLUM BAIRD	RE	EMERGENCY FIRST AID	08/07/2021	07/07/2024 (Q)
HELEN DAVIES	PE	EMERGENCY FIRST AID	09/07/2021	08/07/2024 (Q)
LEIGH MARSHALL	PE	EMERGENCY FIRST AID	09/07/2021	08/07/2024 (Q)
JOANNE MARSHALL	PE	EMERGENCY FIRST AID	09/07/2021	08/07/2024 (Q)
JACOB ELLIS	PE	EMERGENCY FIRST AID	09/07/2021	08/07/2024 (Q)
SIMON HOULT	PE	EMERGENCY FIRST AID	09/07/2021	08/07/2024 (Q)
JON DISS	SITE TEAM	EMERGENCY FIRST AID	09/07/2021	08/07/2024 (Q)
CHRISTINE MATTHEW	SCIENCE ADMIN	EMERGENCY FIRST AID	09/07/2021	08/07/2024 (Q)
KAREN NATRASS	FOOD TECH	EMERGENCY FIRST AID	09/07/2021	08/07/2024 (Q)
JULIAN TEECE	DT	EMERGENCY FIRST AID	09/07/2021	08/07/2024 (Q)
LEE JONES	DRAMA	EMERGENCY FIRST AID	09/07/2021	08/07/2024 (Q)

NAME	DEPT	NAME OF QUALIFICATION (i.e. First Aid at Work, Appointed person one day or Activity First Aid)	DATE QUALIFIED	DUE FOR REFRESHER OR REQUALIFICATION (R for Refresher and Q for Requalification)
FRANCESCA DAY	OFFICE	EMERGENCY FIRST AID	27/04/2022	26/04/2025 (Q)
ROBERT CHART	HUMANITIES	EMERGENCY FIRST AID	29/05/2022	28/05/2025 (Q)
ALISON LAY	SENCO	EMERGENCY FIRST AID	12/07/2022	11/07/2025 (Q)
JOSEPH BAIN	SCIENCE	EMERGENCY FIRST AID	12/07/2022	11/07/2025 (Q)
CHARLOTTE COEN	LANGUAGES	EMERGENCY FIRST AID	12/07/2022	11/07/2025 (Q)
HEIDI SMITH	ENGLISH	EMERGENCY FIRST AID	12/07/2022	11/07/2025 (Q)
KELLY BARRON	SCHOOL OFFICE	EMERGENCY FIRST AID	12/07/2022	11/07/2025 (Q)
SIMON BARRINGTON	HUMANITIES	EMERGENCY FIRST AID	12/07/2022	11/07/2025 (Q)
MIRANDA RONDEAU	HUMANITIES	EMERGENCY FIRST AID	12/07/2022	11/07/2025 (Q)
NAJIMA ALI	BUSINESS	EMERGENCY FIRST AID	12/07/2022	11/07/2025 (Q)
NASHRATH YASMIN	SCIENCE	EMERGENCY FIRST AID	12/07/2022	11/07/2025 (Q)

NAME	DEPT	NAME OF QUALIFICATION (i.e. First Aid at Work, Appointed person one day or Activity First Aid)	DATE QUALIFIED	DUE FOR REFRESHER OR REQUALIFICATION (R for Refresher and Q for Requalification)
EMMA ROBINSON	ENGLISH	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
HANNAH ALFORD	MUSIC	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
LIZ EVANS	SUPPORT STAFF	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
BRENDAN RYAN	ENGLISH	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
MARK DUNCAN	PE	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
AMY WILKES	PE	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
DANIEL HUGILL	RE	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
LIZZIE REED	PE	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
KATRIN SCHUBERT	LANGUAGES	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
JAMIL ABADIN	GEOGRAPHY	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
MANPREET MAKWANA	BIOLOGY	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)

NAME	DEPT	NAME OF QUALIFICATION (i.e. First Aid at Work, Appointed person one day or Activity First Aid)	DATE QUALIFIED	DUE FOR REFRESHER OR REQUALIFICATION (R for Refresher and Q for Requalification)
CHRIS BOLTON	PE	EMERGENCY FIRST AID	09/09/2022	08/09/2025 (Q)
PATRICK GALVIN	SITE TEAM	EMERGENCY FIRST AID	21/10/2022	20/10/2025 (Q)
PAUL HUDSON	SITE TEAM	EMERGENCY FIRST AID	12/07/2022	11/07/2025 (Q)
SAMUEL FORD	SITE TEAM	EMERGENCY FIRST AID	13/07/2022	12/07/2025 (Q)
CHRIS BOLTON	PE	EMERGENCY FIRST AID	09/09/2022	08/09/2025 (Q)
PATRICK GALVIN	SITE TEAM	EMERGENCY FIRST AID	21/10/2022	20/10/2025 (Q)
PAUL WYTHERMAN	ART	EMERGENCY FIRST AID	02/12/2022	01/12/2025 (Q)

HEALTH & SAFETY COURSES

NAME	DEPT	NAME OF QUALIFICATION (i.e. First Aid at Work, Appointed person one day or Activity First Aid)	DATE QUALIFIED	DUE FOR REFRESHER OR REQUALIFICATION (R for Refresher and Q for Requalification)
LEE HANFORD	SUPPORT	FIRE MARSHALLING (INCLUDING FIRE EXTINGUISHER PRATICAL) IN HOUSE 4 HRS	04/07/2022	03/07/2024
RICHARD BOLTON	SUPPORT	FIRE MARSHALLING (INCLUDING FIRE EXTINGUISHER PRATICAL) IN HOUSE 4 HRS	04/07/2022	03/07/2024
SAM FORD	SUPPORT	FIRE MARSHALLING (INCLUDING FIRE EXTINGUISHER PRATICAL) IN HOUSE 4 HRS	04/07/2022	03/07/2024
BILLY WATTS	SUPPORT	FIRE MARSHALLING (INCLUDING FIRE EXTINGUISHER PRATICAL) IN HOUSE 4 HRS	04/07/2022	03/07/2024
GARY MORRELL	SUPPORT	FIRE MARSHALLING (INCLUDING FIRE EXTINGUISHER PRATICAL) IN HOUSE 4 HRS	04/07/2022	03/07/2024
PAUL HUDSON	SUPPORT	FIRE MARSHALLING (INCLUDING FIRE EXTINGUISHER PRATICAL) IN HOUSE 4 HRS	04/07/2022	03/07/2024
LOUISE PEDDLING	SCIENCE TECH	FIRE MARSHALLING (INCLUDING FIRE EXTINGUISHER PRATICAL) IN HOUSE 4 HRS	04/07/2022	03/07/2024
NICK GALVIN	SCIENCE TECH	FIRE MARSHALLING (INCLUDING FIRE EXTINGUISHER PRATICAL) IN HOUSE 4 HRS	04/07/2022	03/07/2024
ASHLEY MARLOW	SCIENCE TECH	FIRE MARSHALLING (INCLUDING FIRE EXTINGUISHER PRATICAL) IN HOUSE 4 HRS	04/07/2022	03/07/2024

NAME	DEPT	NAME OF QUALIFICATION (i.e. First Aid at Work, Appointed person one day or Activity First Aid)	DATE QUALIFIED	DUE FOR REFRESHER OR REQUALIFICATION (R for Refresher and Q for Requalification)
KATIE TURNER	SCIENCE TECH	FIRE MARSHALLING (INCLUDING FIRE EXTINGUISHER PRATICAL) IN HOUSE 4 HRS	04/07/2022	03/07/2024
LEE HANFORD	SUPPORT	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2022 (Q)
RICHARD BOLTON	SUPPORT	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2022 (Q)
SAM FORD	SUPPORT	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2022 (Q)
GARY MORRELL	SUPPORT	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2022 (Q)
PAUL HUDSON	SUPPORT	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2022 (Q)
LOUISE PEDDLING	SCIENCE TECH	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2022 (Q)
NICK GALVIN	SCIENCE TECH	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2022 (Q)
LAWRENCE ELLIS	SCIENCE TECH	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2022 (Q)
KAREN NATRASS	FOOD TECH	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2022 (Q)

NAME	DEPT	NAME OF QUALIFICATION (i.e. First Aid at Work, Appointed person one day or Activity First Aid)	DATE QUALIFIED	DUE FOR REFRESHER OR REQUALIFICATION (R for Refresher and Q for Requalification)
JANE	FOOD TECH	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2022 (Q)

ONLINE HEALTH & SAFETY TRAINING

First name	Surname	Course	Status	License identifier	License allocated	Date started	Date completed	Grade
Richard	Bolton	Electrical Safety Awareness 2019	100%	H&S	12/01/2021	03/02/2021	08/02/2021	100%
Richard	Bolton	Contractors Safety Procedures 2019	100%	H&S	12/01/2021	14/01/2021	14/01/2021	100%
Richard	Bolton	Fire Marshal & Warden Safety Essentials 2019	100%	H&S	22/12/2020	08/01/2021	13/01/2021	96%
Richard	Bolton	Lone Working & Personal Safety Essentials 2019	100%	H&S	12/01/2021	09/02/2021	12/02/2021	100%
Richard	Bolton	Hazardous Substances (COSHH) 2019	100%	H&S	12/01/2021	12/02/2021	12/02/2021	100%
Claire	Brennan	First Aid Awareness 2019	100%	H&S	11/02/2021	11/02/2021	11/02/2021	99%
Caroline	Carnochan	First Aid Awareness 2019	100%	H&S	22/02/2021	23/02/2021	23/02/2021	96%
Helen	Davies	First Aid Awareness 2019	100%	H&S	19/01/2021	21/01/2021	21/01/2021	99%
Jon	Diss	Managing Health and Safety 2019	100%	H&S	28/06/2021	01/07/2021	02/07/2021	95%
James	Dudley-Hart	Fire Marshal & Warden Safety Essentials 2019	100%	H&S	17/09/2020	18/09/2020	29/09/2020	56%
Mark	Duncan	First Aid Awareness 2019	100%	H&S	19/01/2021	06/02/2021	06/02/2021	98%
Les	Egalton	Fire Marshal & Warden Safety Essentials 2019	100%	H&S	08/01/2021	08/01/2021	21/01/2021	97%
Jacob	Ellis	First Aid Awareness 2019	100%	H&S	19/01/2021	29/01/2021	29/01/2021	99%
Lawrence	Ellis	Slips, Trips & Falls 2019	100%	H&S	12/01/2021	12/02/2021	12/02/2021	100%
Lawrence	Ellis	Electrical Safety Awareness 2019	100%	H&S	12/01/2021	12/02/2021	12/02/2021	100%
Lawrence	Ellis	Fire Marshal & Warden Safety Essentials 2019	100%	H&S	22/12/2020	13/01/2021	13/01/2021	99%

Lawrence	Ellis	Lone Working & Personal Safety Essentials 2019	100%	H&S	12/01/2021	12/02/2021	12/02/2021	100%
Lawrence	Ellis	Manual Handling Essentials 2019	100%	H&S	12/01/2021	11/02/2021	11/02/2021	97%
Sam	Fords	Working at Height 2019	100%	H&S	05/01/2021	27/01/2021	27/01/2021	100%
Sam	Fords	Fire Marshal & Warden Safety Essentials 2019	100%	H&S	21/07/2020	22/07/2020	23/07/2020	55%
Sam	Fords	Lone Working & Personal Safety Essentials 2019	100%	H&S	05/01/2021	27/01/2021	27/01/2021	100%
Nick	Galvin	Legionella Awareness 2019	100%	H&S	22/12/2020	07/01/2021	10/01/2021	100%
Nick	Galvin	Slips, Trips & Falls 2019	100%	H&S	22/12/2020	11/01/2021	11/01/2021	100%
Nick	Galvin	Fire Marshal & Warden Safety Essentials 2019	100%	H&S	22/12/2020	05/01/2021	07/01/2021	92%
Lee	Hanford	Hazardous Substances (COSHH) 2019	100%	H&S	21/07/2020	09/02/2021	09/02/2021	100%
Lee	Hanford	CPR Awareness 2019	100%	H&S	21/07/2020	22/12/2020	22/12/2020	100%
Lee	Hanford	Slips, Trips & Falls 2019	100%	H&S	21/07/2020	09/02/2021	09/02/2021	100%
Lee	Hanford	Contractors Safety Procedures 2019	100%	H&S	21/07/2020	22/12/2020	22/12/2020	100%
Lee	Hanford	First Aid Awareness 2019	100%	H&S	21/07/2020	09/02/2021	09/02/2021	100%
Lee	Hanford	Asbestos Awareness 2019	100%	H&S	21/07/2020	22/12/2020	22/12/2020	96%
Lee	Hanford	Fire Safety Essentials 2019	100%	H&S	21/07/2020	09/02/2021	09/02/2021	98%
Lee	Hanford	Managing Health and Safety 2019	100%	H&S	21/07/2020	22/12/2020	22/12/2020	97%
Lee	Hanford	Fire Marshal & Warden Safety Essentials 2019	100%	H&S	21/07/2020	06/09/2021	06/09/2021	97%
Lee	Hanford	Electrical Safety Awareness 2019	100%	H&S	21/07/2020	09/02/2021	09/02/2021	100%
Lee	Hanford	Legionella Awareness 2019	100%	H&S	21/07/2020	10/02/2021	11/02/2021	100%
Lee	Hanford	Driving at Work Essentials 2019	100%	H&S	21/07/2020	28/01/2021	09/02/2021	100%

Lee	Hanford	Working at Height 2019	100%	H&S	21/07/2020	05/01/2021	05/01/2021	94%
Lee	Hanford	Introduction to Health & Safety 2019	100%	H&S	21/07/2020	10/02/2021	10/02/2021	100%
Lee	Hanford	Display Screen Equipment Essentials 2019	100%	H&S	21/07/2020	22/12/2020	28/01/2021	100%
Jose	Harris	Fire Marshal & Warden Safety Essentials 2019	100%	H&S	17/09/2020	23/11/2020	24/11/2020	97%
Susan	Hay	Fire Marshal & Warden Safety Essentials 2019	100%	H&S	17/09/2020	24/12/2020	24/12/2020	94%
Simon	Hoult	First Aid Awareness 2019	100%	H&S	19/01/2021	10/02/2021	10/02/2021	98%
Leigh	Marshall	First Aid Awareness 2019	100%	H&S	19/01/2021	23/02/2021	23/02/2021	98%
Gary	Morrell	Lone Working & Personal Safety Essentials 2019	100%	H&S	05/01/2021	07/01/2021	07/01/2021	100%
Gary	Morrell	Legionella Awareness 2019	100%	H&S	10/02/2021	11/02/2021	11/02/2021	100%
Gary	Morrell	Fire Marshal & Warden Safety Essentials 2019	100%	H&S	05/01/2021	06/01/2021	07/01/2021	100%
Gary	Morrell	Managing Health and Safety 2019	100%	H&S	10/02/2021	11/02/2021	12/02/2021	100%
Gary	Morrell	Working at Height 2019	100%	H&S	05/01/2021	07/01/2021	07/01/2021	96%
Gary	Morrell	Personal Protective Equipment 2019	100%	H&S	10/02/2021	18/02/2021	18/02/2021	100%
Gary	Morrell	Slips, Trips & Falls 2019	100%	H&S	10/02/2021	22/02/2021	22/02/2021	100%
Gary	Morrell	Manual Handling Essentials 2019	100%	H&S	10/02/2021	22/02/2021	22/02/2021	98%
Gary	Morrell	First Aid Awareness 2019	100%	H&S	10/02/2021	22/02/2021	22/02/2021	93%
Gary	Morrell	Electrical Safety Awareness 2019	100%	H&S	10/02/2021	18/02/2021	18/02/2021	100%
Gary	Morrell	Asbestos Awareness 2019	100%	H&S	10/02/2021	18/02/2021	18/02/2021	100%
Gary	Morrell	Hazardous Substances (COSHH) 2019	100%	H&S	10/02/2021	11/02/2021	11/02/2021	99%
Lizzie	Reed	First Aid Awareness 2019	100%	H&S	19/01/2021	21/01/2021	21/01/2021	98%

Gill	Thomas	First Aid Awareness 2019	100%	H&S	11/02/2021	19/02/2021	19/02/2021	95%
Amy	Wilkes	First Aid Awareness 2019	100%	H&S	19/01/2021	10/02/2021	10/02/2021	96%
Patrick	Galvin	Asbestos Awareness	100%	H&S	11/01/2023	11/01/2023	10/01/2026	100%
Patrick	Galvin	Portable Appliance Testing	100%	H&S	10/01/2023	10/01/2023	09/01/2023	100%

HEALTH & SAFETY STAFF REPRESENTATIVES

Chairmen

Lee Hanford Site Manager

In Attendance

Susan Hay Head teacher

Department

Names

PE

Helen Davies

Maths

Vacant

Sixth Form

Majella Donnellan

Design & Technology

Claire Brennan

Food & Technology

Jenny Ruth

Welfare assistant/ Office Staff

Vacant

Languages

Thorston Sack

Science

Penny Wilson

Drama/English

Heidi Smith

Social Studies

James Lockwood

Humanities

Simon Barrington

Information Technology

Michael Sheehan

Art
Union

Vacant
Vacant