




THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

Health and Safety policy

	Name of School	The Coopers' Company and Coborn School
	Policy review Date	January 2024
	Date of next review	January 2025
	Who reviewed this policy?	Mr Lee Hanford
	Date approved by The Finance & Strategy Committee	January 24
	Date approved by The Governing Board	March 24

Status of this document

This Policy details the local arrangements for managing health & safety at The Coopers' Company & Coborn School. It is a subordinate Policy to the London Borough of Havering's Corporate Health & Safety Policy, and should therefore be read in conjunction with this and the Corporate Safety Management System.

Statement of intent

The Coopers' Company & Coborn School is committed to ensuring high standards of health & safety in all its activities. It aims to not just comply with the minimum health & safety legislative requirements but, the spirit of the law as well. The school values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health & safety management system. In order to derive these benefits, the School's Governing Board and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.

Signed Chairman of Governors

Signed Headteacher

Date:

Date:

Safety Management System Objectives

To assist the effective implementation and continual improvement of the School's Safety Management System (SMS) the Governing Board sets SMS Objectives each year. The current SMS Objectives are:

1. Reduce Accidents on the School Site
2. Produce a risk assessment completion review
3. H&S Audit action plan

Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management".



Organisation

Governing Body

The Governing Body is responsible for ensuring that:

- It considers the health & safety implications of its decisions;
- Adequate resources are allocated to health & safety;
- Overall objectives for the School's Safety Management System are set and reviewed;
- Health & safety standards are maintained by monitoring the School's performance on a termly basis;
- At least one health and safety governor is nominated;
- This Policy is kept up to date by reviewing it annually.

Health & Safety Governors

Health & Safety Governors will:

- Participate in termly workplace inspections of the establishment;
- Monitor the School's health & safety performance (including against its SMS action plan) on behalf of the Governing Body (see the arrangements section for further details on monitoring requirements);
- Present a report to the Governing body each term detailing the findings of their activities.

All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the School to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using the School's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the School's Health and Safety Policy and associated arrangements, and to co-operate with the School on its implementation.

Employees must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the Maintenance and Inspection matrix at the end of this section.

Headteacher

The Headteacher is responsible for ensuring that:

- The health & safety decisions of the Director of Children's Services are complied with;
- Systems are established and maintained within the School to ensure that health & safety is effectively managed (including where necessary the introduction of health surveillance programmes);
- A Health & Safety Co-ordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Corporate Health, Safety and Welfare Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- Staff are provided with access to the Council's on-line health and safety management information and that a record of distribution is maintained;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the School's employees to be consulted on matters affecting their health & safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular he/she will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- The School's health and safety performance is monitored (see arrangements section for further details);
- Termly health and safety inspections of the School are carried out. In order to demonstrate senior management commitment to health & safety he/she will participate in at least one inspection per year.

Senior Management Team

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Headteacher in his/her absence.

Key responsibilities of all managers and supervisors

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees) are responsible for ensuring this Policy, and the arrangements made under it are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- (a) Promoting and developing a positive attitude towards health, safety and welfare throughout the School;
- (b) Ensuring that they are and remain competent to undertake their role;
- (c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;
- (d) Ensuring risks are assessed, the significant findings recorded, safe systems of work developed and communicated to employees, and appropriate protective and preventive measures implemented;
- (e) Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the School's established systems;
- (f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- (g) Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- (h) Making suitable arrangements for consultation with employees and employee safety representatives;
- (i) Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;
- (j) Reporting health and safety issues which they cannot resolve to the School's Health & Safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the School have additional responsibilities to the general duties and these are described below.

Health & Safety Co-ordinator

The main purpose of this role is to champion and monitor the implementation of the School's Health & Safety Policy on behalf of the Headteacher. They are therefore responsible for:

- a) Establishing central record keeping systems for the School, for key documents such as risk assessments, safe systems of work and emergency procedures;
- b) Preparing health and safety monitoring reports for the School's Governing Body on behalf of the Headteacher;
- c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher where they are unable to achieve resolution themselves.
- d) Liaising with the Schools' Health & Safety Team. Including the adoption and distribution of corporate policy and guidance within the School.
- e) Written workplace inspection carried out once every 3 months.

Site Manager/School Keepers

Is responsible for ensuring the health and safety of the site, in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard & accident reporting and asbestos control.

Heads of Department

Heads of Departments are responsible for implementing the Health and Safety Policy within their Department.

In particular, Heads of Department will need to ensure that:

- A copy of risk assessments relevant to the Department is maintained.
- Equipment within the Department is maintained in a safe condition. To achieve this the Head of Department will ensure that the equipment is subject to regular inspections by competent staff and a maintenance programme is in place.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;
- Records are maintained of the Department's health & safety activities:

Teachers

The health, safety and welfare of students in classroom, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of

the teaching area;

- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;

Make recommendations on health, safety and welfare matters to the head of subject or team leader.

Technicians

Technicians are responsible for:

- Undertaking termly inspections and maintenance of hand-tools, apparatus, personal protective and testing energy supply outlets/taps/sockets in the teaching and preparation areas in accordance with departmental checklists;
- Ensuring that hazardous substances are stored appropriately;
- Ensuring preparation and practical teaching areas are kept tidy.

Educational Visits Co-ordinator

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Borough's Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment which includes "Plan Bs".

Mid-day Assistants

Mid-day assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period.

Competent Advice

The Schools utilises the oneSource Health & Safety Team as its source of competent health and safety advice.

Maintenance and Inspection Matrix					
Plant/Equipment/Service	Maintenance/ Inspection type	Frequency	Scheduled for (month)	Current Contractor/ in-house	Responsible person (task performance or contract management)
Air Conditioning	Maintenance	Annually	Feb/Aug	IverTech	LHA
Asbestos Monitoring	Check	Variable	May	In-house	PGL/LHA
Boiler	Maintenance	Annually	May/Aug	IverTech	LHA
	Inspection	Annually	May/Aug	IverTech	LHA
Changing Tables (adjustable)	Inspection & Maintenance	6 months	Dec/Aug	In-house	LHA
Chemical store mechanical ventilation	Inspection/ Function Test	Termly		In-house	NGA
Clinical waste disposal	Waste collection & disposal	Dependent on risk assessment		Waste care	LHA
Defibrillator	Function check	Weekly		In-house	LHA
	Pad replacement	Dependent on model		Amazon	LHA
Dining table & seating (combined units)	Inspection	Annual	Aug	PWD	LHA
D&T plant/equipment	Safe condition	Annually	July	In-house	GCO
	Maintenance	Annually	Oct	Telford Tools	GCO
Electrical (mains wiring)	Inspection	5 Yearly	Aug	South Essex	LHA
Electrical (PAT)	Inspection	variable	Feb	Elec spec	LHA
Emergency evacuation chairs	Inspection	Annually			
	Visual Check	Monthly		In House	LHA
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually	Feb	Safe Systems	LHA
	Visual check	Termly		In-house	LHA
Extraction systems (dust)	Inspection	Annually	Nov	LEV Testing	NGA
Extraction Systems (Kitchens)	Maintenance	Quarterly	Aug	IverTech	
Extraction Systems (fume cupboards)	Inspection	Annually	Nov	Lev Testing	NGA
Emergency Communication Systems (EVC & radio)	Function check	weekly		In-house	LHA
Emergency Lighting	Visual check	Daily		In-house	PGL
	Test	Monthly		In-house	PGL

	Inspection/battery test	Yearly	Aug	IverTech	LHA
Emergency stops (gas/electrical/hydraulic)	Function test	Termly		In-house	LHA
Fencing	Visual check	Termly		In-house	RBO
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period		In-house	LHA
	Inspection	Quarterly	Aug	Fisk Fire	LHS
First Aid Supply checks	Visual Inspection	Termly		In-house	LHA
Free-standing structures (lighting posts, basketball posts, gazebos etc.)	Inspection	Annually	Aug	In-house	PGL
Independent fire door release devices	Battery change	Annually	Aug	In-house	JDI
Fire Doors	Inspection	Annually	Aug		LHA
	Visual Check	Monthly		In-house	LHA
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter	Aug	In-House	LHA
	Visual check	Annually	Apr	In-house	LHA
Fire Extinguishers	Inspection	Annually	Oct	Safe I.S	LHA
	Visual Check	Monthly		In-house	LHA
Fire evacuation chairs/devices	Visual Check/track rotation	Monthly		In-house	LHA
	Inspection	Annually			LHA
Fire evacuation doors	Visual Check	Monthly		In-house	LHA
Gas appliances	Inspection	Annually	Aug	IverTech	LHA
Gas pipework – gas tightness	Inspection	5 yearly	Aug	IverTech	LHA
Gas pipework – condition	Visual check	Annually	Aug	IverTech	LHA
Glazing Safety Film	Visual Inspection	Termly	Aug	Wilson Glass	LHA
Handling equipment (including book & lunch trollies)	Visual Inspection	Annually	June	In-house	LHA
Heating System	Maintenance	Annually	Aug	IverTech	LHA
Interlocks	Function Test	Termly		In-house	JDI
Intruder Alarm	Maintenance	Annually	Feb	Safe System	LHA

Kiln	Inspection	Annually	Jan	Essex kiln	LHA
Ladders/step ladders	Inspection	Annually	June	In-house	PGL
Lifts/stairlifts	Inspection	6 months	March	Premier Lifts	LHA
Lifts (goods)	Inspection	12 months	August	Premier Lifts	LHA
Lightning conductors	Inspection	Annually	May	Hirewire	LHA
Medicines	Visual Check	½ termly	Aug	In-house	LEV
MEWP	Inspection & Maintenance	6 monthly	Aug	Tempus	LHA
Minibuses	Check	Before use	May	In-house	All Drivers
	Inspection (MOT)	Annually	October	Qual Mechanic	LHA
	Maintenance	Annually or as per manufacturer's schedule if shorter	May	Castle Minibuses	LHA
Panic alarms (security & emergency summons)	Test	Weekly		In-house	LHA
PH/Free Chlorine	Test	3 times per day		In-house	JDI/PGL
PE equipment (including recreational posts)	Inspection	Annually	Apr	Sport&Play	LHA
Radiation Sources	Inspection	Annually	Aug	In-house	JBA (RPS)
Safety chains (cookers/luminaires)	Visual Check	Termly		In-house	MCFT
Seating (tiered)	Inspection & Maintenance (folding types)	Annual	Feb	Masons Installations LTD	LHA
Shutter door systems (non-fire)	Inspection	Annually	Aug	In-House	LHA
Staging/rostra	Visual Check	Annual	Aug	In-house	LHA
Tower Scaffolds	Inspection	Annually	Aug	Tempus	LHA
	After assembly inspection	Before use & every 7 days		In-house	LEG
Tie-in bolts	Inspection	Annually	Aug	Haines & warwick Safety Inst Ltd	LHA
Tractors and other powered vehicles	Check	Before use		In-house	RBO
	Maintenance	Annually or as per manufacturer's schedule if shorter	Nov	George Browns	RBO

Trees (Zone 1)	Inspection	Annually	Aug	Prince Tree surgery	LHA
Water Systems (descaling)	Maintenance	Quarterly	June	Brodent Trident	LHA
Water Systems (infrequent use)	Flushing	Weekly	May	In-house	LHA
Water Systems (hot & cold)	Inspection/Maintenance/ sampling	6 monthly/Annually	Mar/Aug	Brodent Trident	LHA
Water Systems (temperature)	Test	Monthly	Aug	Brodent Trident	LHA
Water Systems - thermostatic mixing valves	Maintenance	6 monthly	Aug	Brodent Trident	LHA
Workplace Inspections	Visual Inspection	Termly		In-House	LHA

Arrangements

This Section details the arrangements which the School has in place for managing health & safety. In most cases it will signpost to other documents/procedures. The School utilises the oneSource Health and Safety Team's "Health and Safety Manual". This is an on-line resource which details how various tasks should be undertaken. The Manual forms part of the School's arrangements to manage health and safety.

Document Control

The School has implemented a system of document control to ensure that the most up to date versions of documents are accessed by staff. Copies of finalised documents are stored on the 'O'Drive. Monitoring of the implementation of the School's document control system is undertaken by Lee Hanford on an Annual basis.

Risk assessments

The School has produced a detailed risk assessment methodology document. The following is a brief overview of the School's processes. It has assessed the risks relating to its operations using a hazard register to ensure that all activities have been managed appropriately to the level of risk they pose. Where significant risks have been identified these and the necessary control measures have been recorded on individual risk assessments. The Health & Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by all departments/subject leads. For some risks the School has adopted the control measures outlined in the oneSource's Health and Safety Manual.

Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced. Guidance on completing risk assessments is contained in the Management Systems section of the Health & Safety Manual and risk assessment form templates are available in the Supporting Documents Section.

Risk assessments will be reviewed at least annually.

Fire

The School has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire are sited around the School. The Fire Register which contains the assessment and details on the management of the various control measures is located within the fire log book, situated in the Main School Office.

Hazard and unsafe acts & omissions reporting

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported.

Accident & near miss reporting

A near-miss is incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported. Minor injuries to pupils are recorded in bump books. All other accidents are to be reported to a First Aider who will record the incident using accident report forms.

Procedures are reviewed after incidents or change.

Communication

The School communicates information on health & safety to its employees using the following methods:

As part of the induction process;
Team meetings/Departmental/Staff meetings;
Staff circulars/newsletter;
Staff notice boards
1:1s

Consultation on health & safety matters

The London Borough of Havering operates the Schools' Health and Safety Performance Group. This Group which includes representatives from the school management teams and appropriate trade unions discusses policy and other issues at a corporate level.

The School consults its staff regarding issues affecting their health and safety through, staff meetings/team or department meetings/ School Safety Committee. Staff can also raise concerns via the Health & Safety Co-ordinator.

First aid

The School has assessed its needs in relation to first aid to ensure there is adequate provision at all times the School is occupied. To contact a first aider or Contact details for first aiders are displayed on notices around the school or Anyone requiring first aid should report to the school office.

Contractor management

The School will not use contractors unless they have been properly vetted (including health & safety). Contractors are required to sign in at Reception. All contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. Lee Hanford is responsible to monitoring contractors on the School site.

It's absolutely vital to select competent contractors, regardless of the size or urgency of the project. Workplace health and safety requirements don't start once the contractor is on-site; they need to be in place through the whole engagement process.

When selecting contractors, we should consider the following:

Level of industry/business-relevant experience

Familiarity with the hazards of your industry

Previous health and safety performance records

Safety policies, risk assessments and training records (**see appendix 1**)

Insurance cover – Professional Indemnity, Public Liability, Workers Compensation

Communication methods before and during the work

Subcontractors and their competence

Any enforcement actions that have been taken

Supervision requirements

Notifications process for problems and incidents

We will ask for references and copies of all documentation for careful evaluation prior to engagement. There is a huge amount that needs to be taken into account, and the success of your project, as well as the safety of workers, is dependent on it.

Employee competence

The School will ensure that employees are competent to perform their duties from a health & safety perspective. The School utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

Key roles in the School have to attend health & safety management training organised by the Borough or other professional bodies.

Stress

The School recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager, Head teacher. Employees may also contact the Metal Health Team which provides a confidential advisory/counselling service to the School's employees.

Monitoring of health & safety

Overall Performance

A termly report is provided to the Governing Board which includes the following monitoring data:

- Number of accidents;
- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Number of hazards reported/rectified;
- Outcomes from fire drills;
- Progress with the School's SMS objectives.

Each year the following are also reported:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis;
- Summary of health surveillance findings.

Systems' Functional Monitoring

The Governing Board must verify that the School has adequate monitoring arrangements in place to ensure that all of the School's safe systems of work, procedures and policies are delivering their desired outcomes. To achieve these members of the Board will:

- require the School's monitoring activities to be recorded in a schedule;
- allocate appropriate review periods for each system, procedure & policy by the Board;
- be actively involved in monitoring tasks.

Guidance on systems monitoring can be found in the Health & Safety Manual.

Appendix 1: List of training courses undertaken by staff members (not including First Aid)

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	02/07/2024 (Q)
RICHARD BOLTON	SUPPORT	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2024 (Q)
SAM FORD	SUPPORT	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2024 (Q)
GARY MORRELL	SUPPORT	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2024 (Q)
PAUL HUDSON	SUPPORT	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2024 (Q)
LOUISE PEDDLING	SCIENCE TECH	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2024 (Q)
NICK GALVIN	SCIENCE TECH	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2024 (Q)
LAWRENCE ELLIS	SCIENCE TECH	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2024 (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)
KAREN NATRASS	FOOD TECH	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2024 (Q)
JANE	FOOD TECH	MANUAL HANDLING OF INANIMATE OBJECTS (IN-HOUSE)	08/07/2022	02/07/2024 (Q)
JON DISS	SITE TEAM	CONFINED SPACE AWARENESS V4.1	01/06/23	31/05/2026 (Q)
PATRICK GALVIN	SITE TEAM	CONFINED SPACE AWARENESS V4.1	08/06/23	07/06/2026 (Q)
PATRICK GALVIN	SITE TEAM	COSHH AWARENESS	15/06/23	14/06/2026 (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%

First name	Surname	Course	Status	License identifier	License allocated	Date started	Date completed	Grade
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	86%
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	02/09/2020	02/09/2020	94%
Lee	Hanford	Electrical Safety Awareness 2019	100%	H&S	21/07/2020	09/02/2021	09/02/2021	100%

First name	Surname	Course	Status	License identifier	License allocated	Date started	Date completed	Grade
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%

First name	Surname	Course	Status	License identifier	License allocated	Date started	Date completed	Grade
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%
pat	sait	Introduction to Health & Safety 2019	100%	H&S	22/12/2020	14/04/2021	14/04/2021	100%
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%

DIABETES TRAINING

Date	Staff name	Department
23 rd June 22	Bronwen Teece	LSA
29 th June 22	Alison Lay	LSA
29 th June 22	Jessica Garratty	LSA
16 th November	Nicola Goodhind	LSA
16 th November 22	Claire Houseago	LSA
17 th November 22	Leigh Powell	LSA
17 th November 22	Nina Sullivan	LSA
17 th November 22	Karen Vaquero-Romero	LSA
7 th December 22	Caroline Carnochan	LSA
7 th December 22	Helen Bradley	LSA
1 st March 23	Racha Carron	Assistant Headteacher
1 st March 23	Georgina Evans	Head of RE
1 st March 23	Jemma McCarthy	LSA
1 st March 23	Gillian Thomas	LSA
1 st March 23	Emily Bain	LSA
1 st March 23	J Fahy	LSA
1 st March 23	Ali Wood	English Teacher

Date	Staff name	Department
22 nd May 23	Lexi Williams	Head of Music
22 nd May 23	Charlotte Robinson	Teacher of MFL
22 nd May 23	Thorsten Sack	Head of MFL
22 nd May 23	Manpreet Makwana	Science Teacher

ADMINSTERING THE EPI PEN

Valid for one year

Date	Staff Member	Department
6 th June 2023	Sahr Sumana	Politics
6 th June 2023	Martin Kemp	Business Studies
6 th June 2023	Rob Bell	Head of 6 th Form
6 th June 2023	Leigh Marshall	HOY
6 th June 2023	Sam King	Careers
6 th June 2023	Liz Evans	Governors Clerk
6 th June 2023	Majella Donnellan	6 th form
6 th June 2023	Caroline Carnochan	LSA
6 th June 2023	Georgina Evans	Head of RE
6 th June 2023	Jenny Ruth	Head of Food
6 th June 2023	Jess Garratty	LSA
6 th June 2023	Edward McCready	History
6 th June 2023	Simon Barrington	Head of History
6 th June 2023	Bronwen Teece	LSA
6 th June 2023	Beth Winslow	LSA
6 th June 2023	Chloe Bugeja	LSA
6 th June 2023	Jules Teece	HOY
6 th June 2023	Robert Chart	Geography
6 th June 2023	Laura Edwards	Geography
6 th June 2023	James Dudley-Hart	Assistant Head
6 th June 2023	Pauline Morse	6 th Form
6 th June 2023	Louise Johnson	Maths
6 th June 2023	Alison Lay	LSA
6 th June 2023	Jacqueline Fahy	LSA
6 th June 2023	Helen Bradley	LSA
6 th June 2023	Emily Bain	LSA

Date	Staff Member	Department
6 th June 2023	Gill Thomas	LSA
6 th June 2023	Nina Sullivan	LSA
6 th June 2023	Jonathan Sisman	LSA
6 th June 2023	Leigh Powell	LSA
6 th June 2023	Claire Houseago	LSA
6 th June 2023	Ellie Griffiths	Maths
6 th June 2023	Steph Kneir	Maths
6 th June 2023	Elliot Barclay	History
23 rd June 2023	Nashrath Yasmin	HOY
23 rd June 2023	Karen Vaquero-Romero	LSA
23 rd June 2023	Heidi Smith	English
23 rd June 2023	Clare Clarke	Maths
23 rd June 2023	Charlotte Robinson	Languages
23 rd June 2023	Catherine Foster	Science
23 rd June 2023	Luke Bonnet	Maths
23 rd June 2023	Rebecca Rosher	Science
23 rd June 2023	Michael Reid	Languages
23 rd June 2023	Chris Bolton	PE
23 rd June 2023	Lizzie Reed	PE
23 rd June 2023	Joanne Marshall	PE
23 rd June 2023	Manpreet Makwana	RE
23 rd June 2023	Helen Davies	PE
23 rd June 2023	Thorsten Sack	Languages
23 rd June 2023	Brendan Ryan	English
23 rd June 2023	Sid Hoult	PE