

Thomas A Becket Junior School



Statutory/Model **Health and Safety Policy**

**Health and Safety Policy issued by the governors of
*Thomas A Becket Junior School***

Effective from: January 2024

Signed by:
James Lloyd
Chair of Governors

Reviewed: January 2024

Next review: January 2025

Statement of Intent

The governing body acknowledges West Sussex County Council's (WSSC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

This should be read in conjunction with the school's 'Shelter and Lockdown Policy and Procedures 2021' and its COVID Risk Assessment.

Chair of Governors

THE ORGANISATION FOR HEALTH AND SAFETY

Health and Safety responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings and is answerable to the LA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Headteacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Headteacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

The Premises Manager and Subject Leaders are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Headteacher or governing body and detailed in the organisation section of the policy. Subject Leaders are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents and incidents to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally, while major injuries and direct visits to hospital are also reported to WSCC using the online system. The School Receptionist/Welfare Lead is responsible for reporting accidents. [As a school we also look at reviewing near misses in discussion with relevant stakeholders.](#)

The Headteacher will monitor accidents and incidents in order to identify trends and report to the governing body.

Administering Medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is *the School Receptionist/Welfare Lead*. A copy of the policy is available from the school office and on the website.

Asbestos

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. The Premises Manager is responsible for asbestos management.

Clothing

All children will change into suitable clothing for the activity in which they will participate – details of PE/Games clothing are listed on the school website.

Staff are expected to change into appropriate clothing for PE and outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Control of Substances Hazardous to Health (COSHH)

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

The Premises Manager is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of the above plus an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.

The Premises Manager is responsible for the management of contractors.

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff.

The Subject Leader is responsible for Design and Technology

The Subject Leader is responsible for Physical Education

The Subject Leader is responsible for Science

The Subject Leader is responsible for Forest School

Display Screen Equipment (DSE)

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the ICT Subject Leader/IT

Manager to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on the Health and Safety A-Z pages of the WSSfS.

DSE user risk assessments will be reviewed periodically by the IT Subject Leader/IT Manager, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

Electricity

All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school. [When using portable electrical equipment staff should check before using that these are safe to use – no loose wires or damaged plugs etc.](#)

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept. Electrical safety is managed by the Premises Manager.

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the Headteacher (Headteacher's PA).

Fire Safety

The Premises Manager is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, with The Premises Manager monitoring their effectiveness and keeping records
- The Headteacher's PA will develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

The Premises Manager will also ensure that the establishment has in place an up-to-date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in-house fire safety awareness training is carried out annually for all staff)
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises

First Aid

The lead First Aider is the School Receptionist/Welfare Lead. The following staff are trained First Aiders: (List attached) Details of the school's first aid trained staff are displayed in the welfare room/area. The School Business Manager monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover after school clubs and all staff members are aware of the arrangements in place.

The School Receptionist/Welfare Lead is the designated person for ensuring the first aid kits are kept fully stocked and items are within date - checks of first aid kits are recorded as completed.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises Manager is responsible for glazing management.

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The Premises Manager is responsible for gas safety.

Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the WSSfS. Staff will also complete the school Health and Safety induction training with the Premises Manager that will cover Working at height, Lone working, Manual handling, Provision & Use of Work Equipment and Asbestos, as well as a site tour and records will be kept. Assistant Headteachers/Year Leaders are responsible for the induction of staff.

Infection Control

The school seeks to manage the spread of infection to prevent ill health from disease i.e. coronavirus, norovirus, hepatitis etc. The school follows the exclusion periods for all infectious diseases set by UK Health Security Agency (UKHSA) and these are communicated to parents. Risk assessments are completed for infection control and specific diseases and communicated to staff. These risk assessments are supported by infection control procedures i.e. hand washing, increased hygiene and cleaning protocols and where identified by risk assessment personal protective equipment (PPE) is worn by staff. Where the school is aware of a risk of transmission of an infectious disease specific arrangements are in place for the administration of first aid to a potentially infectious pupil, visitor or member of staff. As required under the Reporting of Incidences Diseases Dangerous Occurrences Regulations (RIDDOR) infectious diseases that meet the RIDDOR criteria are reported via the online accident reporting system and onto the Health and Safety Executive (HSE) by the WSCC.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety and follow the Lone Working Risk Assessment. Before leaving, the key holder should ensure that the school is secure and the alarm reset.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 0845 60 70 999 or on 999 if concerned about their own or the school's well-being.

Lone Working

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place.

A school lone working risk assessment is shared annually with all staff.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by Universal Services. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Premises Manager. Premises manager / premises officer regularly monitors external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by the Premises Manager. The inspections are recorded and resulting issues reported to the Headteacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the Premises Manager using the facilities help desk: facilities@thomasabecketjunior.org.uk contact. The Premises Manager will sign and date completed actions in the email and a ticket will be closed.

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedures shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practices and procedures shall be constantly monitored by the Premises Manager. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Headteacher's annual report.

Moving and Handling of Customers and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, the Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.

The Premises Manager is responsible for developing and reviewing moving and manual handling risk assessment. This is shared with all staff annually.

New and Expectant Mothers

Any staff member who becomes pregnant is to inform the Headteacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

Off-site activities

All off site activities are risk assessed using the WSCC system. The school's systems are audited by WSCC Outdoor Education Adviser. The AHT Karen Wise is the school's Educational Visit Co-ordinator (EVC).

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Headteacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant incident.

Security

All visitors to the school will be directed to reception, to ensure they are electronically signed in and issued with a visitor's badge. Staff are asked to question visitors who are not wearing a visitor's badge and are unaccompanied.

School Site and Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the two entrances, the main one in Glebeside Avenue and the pedestrian entrance in Rectory Road. The access at the Rectory Road gate is open between 8.20am – 8.45a.m. and then between 2:50 – 3.15p.m daily. At all other times the gate is locked. All visitors must report to reception and ensure they are electronically signed in and issued with a visitor's badge. All visitors must sign out when leaving the school building and hand their photo back in.

All adults on site should display a clear and visible ID badge at all times. Visitors who are not wearing an ID badge must be reported to the school office or reception immediately.

The main entrance is locked, allowing access on request from the school reception, via an intercom.

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Headteacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilises the services of Health Assured and Occupational Health.

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by Zoe Borley (who oversees training needs) & individuals (Line Managers).

Transport

Vehicles

Parents are not allowed to bring their cars on to the school site unless specifically permitted to do so – i.e. parking during Parents' Evenings, performances etc.

Parents collecting children who are injured or unwell can gain access on request from the school reception. Staff cars should be parked in the marked bays and cars should ideally be reversed into spaces. The front of the school should remain clear and accessible at all times.

There must be no movement of traffic within the security gates after 8.20am when children are allowed on site and no movement of traffic during school hours (only in exceptional circumstances). If a vehicle has to move during school time – premises are alerted, the vehicle is escorted by a member of staff while moving with their hazard lights on, at no more than 5mph. There should be no movement of traffic when children are using the front of the school (break times and lunch times) including the end of the school day.

No parking is permitted between the two sets of metal gates at the front of the school. Wherever possible deliveries should be made once the children are safely in the building. Delivery and trade vehicles should park safely and not block the disabled parking area.

Coaches

Coaches will be used to transport pupils for a number of reasons including weekly swimming, day trips and residential trips.

Swimming Trips – Coaches used for swimming trips will come on site, safely manoeuvre & pick-up & drop off at the front of the school site between the two sets of gates. Pupils walk to this exit supervised by a member of staff. The pupils are dropped off after swimming at the same exit.

Day Trips – Upon entering the school site, drivers should turn immediately right alongside the playground/hard play area (HPA) and then manoeuvre their vehicle safely so that they are able to park parallel to the bow topped fence to the front of the school. Drivers should notify reception of their arrival.

Upon returning to school drivers should enter the school site and manoeuvre their vehicle in the same way. School staff should stand near the front nearside corner of the coach to ensure that pupils disembark safely and proceed directly onto the footpath.

If it is not physically possible to manoeuvre two coaches then, under strict supervision, coaches may be reversed to the area immediately in front of reception with the use of a banks man and following the recognised banks man hand signals.

Residential Trips – Due to the nature of residential trips special arrangements will be required when coaches arrive and depart the school site. For the purpose of residential trips, coaches may be directed to park on the playground/hard play area (HPA). During all normal hours of occupation, coaches entering the second set of metal gates MUST be manoeuvred with the use of banksmen and following the recognised banksmen hand signals at all times.

Violence and Aggression

The Headteacher ensures that there is a suitable and sufficient violence at work risk assessment for staff drawing upon the violence at work corporate guidance. Guidance can be found under the Violence and aggression section, A-Z health and safety pages, WSSfS. The school also has Staff Code of conduct policy, Visitors and Volunteers code of conduct policy and Governors code of conduct policy in place.

The Headteacher / Assistant Headteachers must also ensure that appropriate behaviour management plans are implemented for children with known behaviour issues. Appropriate training must be undertaken to manage violence and aggression. Training records and reviews of risk assessments must be clearly recorded and kept within retention schedules. Further information can be found under the Health and Safety Management section, A-Z health and safety pages, WSSfS.

Water quality

The Premises Manager is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by 3C Environmental Services.

Working at height

Staff are expected to comply with all relevant guidance with putting up displays. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained. Risk Assessment is shared annually with all staff. The Premises manager maintains the Access Equipment register/log and completes the annual inspections before equipment is used in the workplace.

Lift Safety

The Premises Manager must ensure that:

- All passenger, goods, tail lifts and accessories i.e. slings are installed, maintained, inspected and used in accordance with statutory requirements
- All lifting equipment is subject to thorough examination and inspection by competent person at the specified interval required under Lifting Operations and Lifting Equipment Regulations
- Risk assessments are conducted for lifting operations
- Lifting operations are planned, undertaken by competent staff and uses equipment suitable for the task
- Local arrangements are established for emergencies. The release of passengers will only be attempted by trained, competent persons

Schools should add any further health and safety arrangements specific to their school.

List of Named staff

| | |
|--------------------------------|---|
| Headteacher | Becky Linford |
| Premises Manager | Mark Roberts |
| Receptionist/Welfare Assistant | Clare Gatenby |
| Assistant Headteachers | Sandie Saunders Zoe Borley Karen Wise |
| Subject Leader DT | Chloe Goodwin |
| Subject Leader PE | Matt Cotten |
| Subject Leader Science | Louisa Groome |
| Subject Leader ICT | Dan Rushton, Jessica Craft |
| Subject Leader Forest School | Michelle Mayes, Jane Hartley, Emily Thoms |
| Headteacher's PA | Sue Cooper |
| School Business Managers | Jayne Ball & Carol Graham |

For further information please see the WSSfS – Health & Safety – A-Z of Health and Safety topics.

Appendix A

Fire Policy Statement

Thomas A Becket Junior School will provide a safe and healthy working environment with respect to fire safety in its establishments.

The Premises Manager will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards
- Checking all escape routes are clear
- Checking all fire doors can be opened quickly and easily
- Checking all fire resisting doors close properly
- Checking no fire resisting doors are wedged or propped open
- General housekeeping standards are adequate
- Building generally tidy
- Rubbish and waste materials are not being allowed to accumulate
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms)
- Waste containers stored externally in a secure compound

The named Fire Safety Co-ordinator is the Headteacher, Becky Linford or in her absence Mark Roberts, Premises Manager

Responsibilities

Assistant Headteachers sweep corridors and toilets as they exit the building and monitor and ensure an orderly evacuation. (Fire Marshalls listed at end of Policy)

Class teachers check their classrooms

Medical room checked by welfare/reception staff

Phoning fire service – office staff

Visitor's book – reception staff

Fire Action Notices are kept on the school server.

Copies of Fire Action Notices are in each class room.

The fire alarm is tested regularly by the Premises Manager and recorded in the Fire Manual, which is kept by the Premises Manager.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept by the Premises Manager.

A fire safety risk assessment is carried out by the Premises Manager. A report is then

presented to the governing body.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Premises Manager is responsible for the upkeep of the Fire Manual.

APPENDIX B

Evacuation Procedures

The overall aim is to save life. Therefore, evacuation is of paramount importance. With suitable and sufficient training, staff can be expected to use portable firefighting equipment to fight a fire if it is safe to do so and aids their escape or even if a person was on fire. Staff should not reenter the building.

Anyone discovering fire or smoke should raise the alarm by lifting the protective cover and pressing the panel at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept by the Premises Manager.

On hearing the alarm:

Direct children to walk in silence to the nearest available exit and then walk in silence in single file to the assembly points on the playground.

Children will line up in silence.

Ensure that the classroom is empty before leaving. Adult leaves last and shuts the door.

Everyone on site, children and adults, must leave by the nearest available exit.

The School Business Manager or office staff member will call the fire brigade. The welfare assistant will ensure that the medical room is empty.

Designated members of staff (Fire Marshals) will carry out their role.

All adults with badges MUST scan out at the card reader point on the outside wall of the SBMs/HT-PA office as they make their way to the assembly point.

The admin staff will issue registers and the receptionist/welfare assistant will check signing in book for roll call of visitors/staff at the assembly point.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and in silence until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has taken place, report to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present, the adult they are working with should ensure that they know what to do.

PEEPS

Where a specific individual requires alternative arrangements, their risk assessment is with the class teacher.

If the building has to be evacuated during lunch time

On hearing the alarm:

Admin staff will call the fire brigade and the welfare assistant will check that the medical room is empty.

Children walk silently to the nearest available exit and then walk silently in single file to the assembly points on the playground.

Everyone on site, children and adults, must leave by the nearest available exit.

The admin staff will issue registers, the welfare assistant will check the signing in book and check that the medical room is empty. Duty Staff and Midday Meals Supervisors will carry out a roll call at the assembly point checking they have the correct number of children.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

First Aid Training

| Name | Role | Training | Valid from and to |
|--------------------|------------------|----------------------|--------------------------|
| Alison Agius | LSA | EFAAW | 22.02.23 – 22.02.26 |
| Esme Allen | LSA | EFAAW | 02.01.24 – 01.01.27 |
| Rachael Antonio | LSA | EFAAW | 17.11.23 – 16.11.26 |
| Chrystal Burridge | MMS | EFAAW | 01.11.21 - 01.11.24 |
| Carol Calman-Hinke | MMS/Receptionist | Paediatric First Aid | 20.09.22 - 19.09.25 |
| Sharon Clements | LSA | EFAAW | 22.02.23 – 22.02.26 |
| Aimee Cole | MMS | EFAAW | 02.01.24 – 01.01.27 |
| Jane Cole | LSA | EFAAW | 01.11.21 – 01.11.24 |
| Michelle Convery | LSA | EFAAW | 17.11.23 – 16.11.26 |
| Sue Cooper | Headteachers PA | First Aid at Work | 17.07.23 – 16.07.26 |
| Emily Dodd | Teacher | EFAAW | 09.11.23 – 08.11.26 |
| Alex Goble | LSA | EFAAW | 18.05.22 – 18.05.25 |
| Clare Gatenby | Receptionist | Paediatric First Aid | 27.09.21 – 26.09.24 |
| Geoff Gudgridge | LSA/MMS | EFAAW | 02.01.24 – 01.01.27 |
| Jane Hartley | CDT Technician | First Aid at Work | 18.03.22 – 17.03.25 |
| Sam Harris | Teacher | EFAAW | 30.10.23 - 29.10.26 |
| Rachel Harkin | Admin Assistant | First Aid at Work | 05.12.23 – 04.12.26 |
| Maggie Hoole | LSA | First Aid At work | 01.11.21 - 01.11.24 |
| Alison Hosier | LSA | EFAAW | 31.10.22 – 30.10.25 |
| Sarah Koopman | LSA | EFAAW | 02.01.24 – 01.01.27 |
| Kelly Lockyer | MMS | EFAAW | 02.01.24 – 01.01.27 |
| Carrie London | LSA | EFAAW | 01.11.21 – 01.11.24 |
| Annie Lyons | MMS | EFAAW | 31.10.22 – 30.10.25 |
| Ellena Mayes | LSA | EFAAW | 02.01.24 – 01.01.27 |
| Michelle Mayes | Eco Co-ordinator | First Aid at Work | 24.02.23 – 23.02.26 |

| | | | |
|-------------------|--------------------------|-------------------|---------------------|
| Robert Minter | Premises Officer | First Aid at Work | 28.09.22 – 27.09.25 |
| Katie MacKenzie | LSA | EFAAW | 17.11.23 – 16.11.26 |
| Sam McCaffrey | LSA | EFAAW | 01.11.21 – 01.11.24 |
| Charlotte McKeown | LSA | EFAAW | 02.01.24 – 01.01.27 |
| Alicia Miles | LSA | EFAAW | 31.10.22 – 30.10.25 |
| Debbie Murray | LSA | EFAAW | 31.10.22 – 30.10.25 |
| Laura Newman | Administrative Assistant | First Aid at Work | 17.07.23 – 16.07.26 |
| Katie Percy | Sports Assistant | EFAAW | 01.11.21 – 01.11.24 |
| Sandi Pickford | LSA | First Aid at Work | 08.02.22 – 07.02.25 |
| Jay Ramprasand | LSA | EFAAW | 02.01.24 – 01.01.27 |
| Abi Roberts | MMS | EFAAW | 31.10.22 – 30.10.25 |
| Mark Roberts | Premises Manager | First Aid at Work | 07.12.21 – 06.12.24 |
| Nicky Roberts | MMS | EFAAW | 01.11.21 – 01.11.24 |
| Layla Robbins | LSA | EFAAW | 02.01.24 – 01.01.27 |
| Dan Rushton | ICT Technician | EFAAW | 01.11.21 – 01.11.24 |
| Kelly Sargent | LSA | EFAAW | 02.01.24 – 01.01.27 |
| Julia Selwood | MMS | EFAAW | 02.01.24 – 01.01.27 |
| Emma Smith | MMS | EFAAW | 31.10.22 – 30.10.25 |
| Jenny Taylor | LSA | EFAAW | 31.10.22 – 30.10.25 |
| Chloe Terelink | LSA | EFAAW | 02.01.24 - 01.01.27 |
| Anneka Tier | MMS | EFAAW | 31.10.22 – 30.10.25 |
| Sophie Tring | LSA | EFAAW | 31.10.22 – 30.10.25 |
| Catriona Watts | LSA | First Aid at Work | 05.12.23 – 04.12.26 |

| Fire Marshals | |
|----------------------|-------------------------|
| Name | Date of Training |
| Charlotte Mckeon | 7/2/2024 |
| Carrie London | 7/2/2024 |
| Kelly Sargent | 7/2/2024 |
| Geoff Gudgridge | 7/2/2024 |
| Layla Robbins | 7/2/2024 |
| Alicia Miles | 7/2/2024 |
| Sue Cooper | 7/2/2024 |
| Laura Newman | 7/2/2024 |
| Nicky Roberts | 7/2/2024 |
| Annie Lyons | 7/2/2024 |
| Julia Selwood | 7/2/2024 |
| Aimee Cole | 7/2/2024 |
| Carol Calman-Hincke | 7/2/2024 |
| Rob Minter | 7/2/2024 |
| Ellena Mayes | 21/2/2024 |
| Lisa Stainthorpe | 21/2/2024 |
| Alex Goble | 21/2/2024 |
| Katie Watts | 21/2/2024 |
| Michelle Convery | 21/2/2024 |
| Alison Hosier | 21/2/2024 |
| Esme Allen | 21/2/2024 |
| Michelle Mayes | 21/2/2024 |
| Rachel Harkin | 21/2/2024 |
| Abigail Roberts | 21/2/2024 |
| Emma Smith | 21/2/2024 |
| Elizabeth Taylor | 21/2/2024 |
| Maria Casse | 21/2/2024 |
| Kristie Lyne | 21/2/2024 |

APPENDIX C - Fire Action Procedure Call Points

