



**The Levels Academy Trust**

**Raising Aspirations, Realising Potential TOGETHER**

## **Health & Safety Policy**

**Date adopted:** \_\_\_\_\_ 9th May 2019

**Signature:** \_\_\_\_\_ A Jackson

**Review date:** \_\_\_\_\_ 8th May 2021

The Levels Academy comprises four schools, namely:

Hambridge Primary School (including Little Levels Pre-School)

Huish Episcopi Primary School

Middlezoy Primary School

Othery Village School (including Hatchlings Pre-School)

This policy has been reviewed to cover each of the above schools.

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# Statement of intent

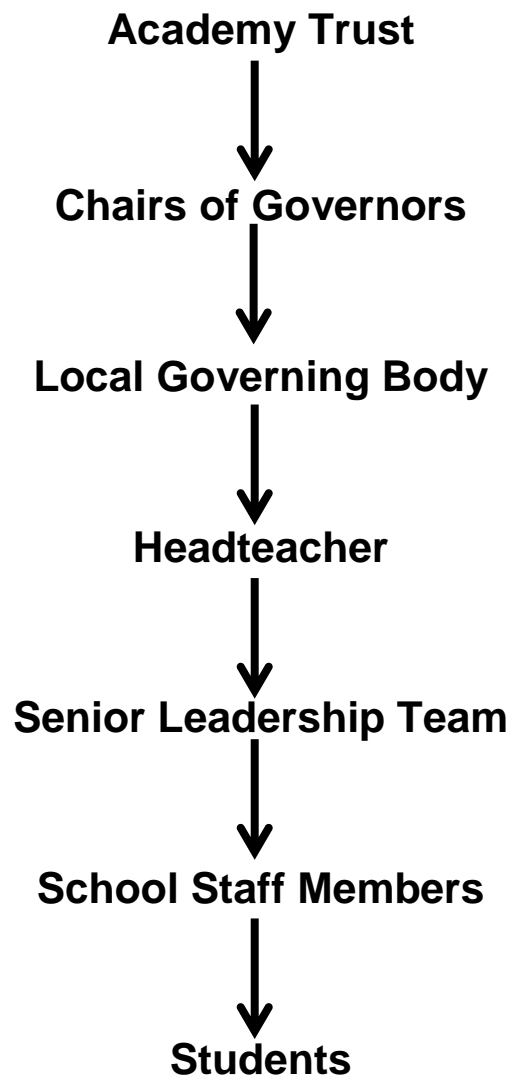
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At The Levels Academy we are committed to the health and safety of our staff, students and visitors. Ensuring the safety of our Academy community is of paramount importance to us and this policy reflects our dedication to creating a safe Academy.

We are committed to:

- Providing a productive and safe learning environment.
  - Preventing accidents and any work related illness.
  - Compliance with all statutory requirements.
  - Minimising risks via assessment and policy.
  - Providing safe working equipment and ensuring safe working methods.
  - Including all staff and representatives on health and safety decisions.
  - Monitoring and reviewing our policies to ensure effectiveness.
  - Setting high targets and objectives to develop on culture of continuous improvement.
  - Ensuring adequate welfare facilities are available throughout our Academy.
  - Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.
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## The Levels Academy Trust Health and Safety Structure



# 1. Organisation

## 1.2 Duties of the Board of Directors

1.3 Ensure there is a detailed and enforceable policy for Health and safety and that the policy is implemented by all.

## 1.4 Duties of the Local Governing Bodies

1.5 The Governing Body, in consultation with the Headteacher will:

1.6 Ensure familiarity with requirements of the appropriate legislation and codes of practice.

1.7 Create and monitor a management structure responsible for Health and Safety in the Academy.

1.8 Periodically assess the effectiveness of the policy and ensure any necessary changes are made.

1.9 Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

### 1.10 The Governing Body endeavours to provide the following:

1.10.1 A safe place for all users of the site including staff, students and visitors.

1.10.2 Safe means of entry and exit for all site users.

1.10.3 Equipment, grounds and systems of work which are safe.

1.10.4 Safe arrangements for the handling, storage and transportation of any articles and substances.

1.10.5 Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.

1.10.6 Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.

1.10.7 Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

## **2. Duties of the Headteacher**

2.2 The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.

2.3 The Headteacher will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through other members of staff.

2.4 The Headteacher will designate a Health and Safety Officer to be responsible for the day to day implementation of the Health and Safety Policy. This person will also be the designated contact with the Local Authority and the HSE where necessary.

## **3. Duties of Supervisory Staff**

3.2 Supervisory Staff will be familiar with the requirements of health and safety legislation.

3.3 In addition to general duties, Supervisory staff will be responsible for the implementation and operation of the Academy's Health and Safety Policy in their areas of responsibility as delegated by the Headteacher.

3.4 Responsibility for aspects of Health and Safety are written into the job descriptions for some Supervisory Staff.

3.5 Supervisory Staff will take a keen interest in the Academy's Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.

## **4. Duties of all members of staff**

4.2 All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.

4.3 Staff will avoid any conduct which puts themselves or others at risk.

- 4.4 They will be familiar with all requirements laid down by the Governing Body.
- 4.5 Staff members have a duty to ensure all staff, students and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.
- 4.6 Staff will ensure all machinery and equipment is in good working order and safety to use, including adequate guards. They will also not allow improper use of such equipment.
- 4.7 Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- 4.8 All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
- 4.9 All staff will report any defects in equipment or facilities to the designated Health and Safety Officer.
- 4.10 All staff will also take an interest in health and safety matters and suggest any changes they feel are appropriate.
- 4.11 Staff will make suggestions as to how the Academy can reduce the risk of injuries, illness and accidents.
- 4.12 They will exercise good standards of housekeeping and cleanliness.

## **5. Obligations of Contractors**

- 5.2 When the Academy is used for purposes not under the direction of the Headteacher, then, subject to the agreement of the Academy, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- 5.3 Contractors working on the Academy premises are required to identify and control risks arising from their activities.
- 5.4 Contractors will inform the Headteacher of all potential risks to staff, students and visitors.

## **6. Students**

- 6.2 Students will exercise personal responsibility for the health and safety of themselves and others.
- 6.3 Students will dress consistent with safety and hygiene standards.
- 6.4 Students will respond to the instruction of staff given in an emergency.
- 6.5 Students will observe the health and safety rules of the Academy.
- 6.6 Students will not misuse, neglect or interfere with items supplied for their, and others students', health and safety.

## **7. First Aid**

- 7.2 The Academy will ensure ample provision is made for both trained personnel and first aid equipment on-site. Please refer to the appendices at the back for each academy schools staff responsibilities.

## **8. Contacting the Emergency Services**

- 8.2 Following an accident/injury the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.
- 8.3 If there is no first-aider immediately available a common sense judgement will be made by those attending the injured party regarding whether to contact the Emergency Services.

## **9. Fire Safety**

- 9.2 Procedures for ensuring safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 9.3 The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 9.4 The Academy will test evacuation procedures each term.



- 9.5 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 9.6 Fire fighting equipment will be checked on an annual basis by an approved contractor.
- 9.7 Fire alarms will be tested half-termly and records will be maintained and held in the Academy school office.
- 9.8 Break glass will be tested on a weekly basis
- 9.9 Emergency lighting will be tested on a annual and records will be maintained and held in the Academy school office.
- 9.10 Site inspections to ensure equipment is in the correct places will be undertaken on a weekly basis.

## **10. Accident reporting**

- 10.2 All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the nominated Health and Safety Officer using the standard Accident Report Form.
- 10.3 The Health and Safety Officer will be responsible for informing the Headteacher if the accident is a fatal or “major injury” as outlined by the Health and Safety Executive (HSE).

## **11. Reporting procedure**

- 11.2 Should an incident require reporting to the Incident Control Centre (part of the HSE) the Health and Safety Officer or a person appointed on their behalf will files a report as soon as is reasonably possible.
- 11.3 The person will complete the RIDDOR form 2508 online here:  
<https://extranet.hse.gov.uk/lfserver/external/F2508IE> or,
- 11.4 The person will complete the RIDDOR form 2508 and send off to the ICC within 10 days by post or fax. To:

**ICC  
Caerphilly Business Park  
Caerphilly  
CF83 3GG**

11.5 Alternatively, the person will complete the RIDDOR form 2508 and report the incident via telephone on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

## **11. Notification to the Health and Safety Executive**

12.2 Significant accidents as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. Such accidents are as follows are as follows:

- 12.2.1 Accidents to employees causing either death or major injury.
- 12.2.2 Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven day period does not include the day of the accident.
- 12.2.3 Fractures, other than to fingers, thumbs and toes.
- 12.2.4 Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- 12.2.5 Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- 12.2.6 Any crush injury to the head or torso, causing damage to the brain or internal organs.
- 12.2.7 Any burn injury (including scalding) which covers more than 10% of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- 12.2.8 Any degree of scalp injury requiring hospital treatment.
- 12.2.9 Any loss of consciousness caused by head injury or asphyxia.
- 12.2.10 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.
- 12.2.11 The collapse, overturning or failure of any load-bearing part of any lifting equipment.

- 12.2.12** The explosion, collapse or bursting of any closed vessel or pipe work.
- 12.2.13** Electrical short circuit or overload resulting in a fire or explosion.
- 12.2.14** Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- 12.2.15** Any accidental release of a biological agent likely to cause severe human illness.
- 12.2.16** Any collapse or partial collapse of scaffolding over 5 metres in height.
- 12.2.17** When a dangerous substance being conveyed by road is involved in a fire or released. Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- 12.2.18** Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- 12.2.19** Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- 12.2.20** Accidental release of any substances which may damage health.
- 12.2.21** Serious gas incidents.
- 12.2.22** Poisonings.
- 12.2.23** Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- 12.2.24** Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
- 12.2.25** Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- 12.2.26** Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

## **13. Reporting hazards**

13.2 Staff, students, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

13.3 In the main, reporting should be verbal to the Headteacher as soon as possible.

13.4 Serious hazards will be reported using the appropriate form available in the Academy school office.

## **14. Accident investigation**

14.2 All accidents, however small, will be investigated by an appointed party and the outcomes recorded.

14.3 The length of time dedicated to each investigation will vary on the seriousness of the accident.

14.4 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

14.5 The Health and Safety Officer will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident / illness.

## **15. Our active monitoring system**

15.2 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedure and the achievement of objectives. Our procedure for actively monitoring our system includes:

15.3 Regularly examining documents to ensure compliance to standards.

15.4 Regularly inspecting premises, plants and equipment.

15.5 Annual audits including Fire Risk Assessments and Health and Safety audits.

15.6 Regular reports and updates to the Headteacher.

15.7 External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.

## **16. Crisis incidents: Bomb threat procedure**

16.2 Upon receipt of a bomb threat or a suspicious package staff members ask the following questions regardless of the call's course (including if the call is from the Police):

16.2.1 Where is it?

16.2.2 In which building is it and on what floor?

16.2.3 What time will the bomb go off?

16.2.4 What does the bomb look like and what colour is it?

16.2.5 What type of bomb is it and what type of explosive?

16.2.6 Who are you?

16.2.7 Why are you doing this?

16.2.8 Do you have a code word?

16.3 Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the Police. The staff member receiving the call should then contact the Headteacher who will then alert the Police and the Local Authority.

16.4 The Headteacher will decide whether or not to evacuate the building.

## **17. Evacuation**

17.2 If an evacuation is deemed necessary, the following procedure will take place.

17.3 All senior staff will be informed of the situation NOT by the use of radios or mobile phones. The evacuation will then take place as per fire drill. Except staff will be instructed to:

- 17.4 Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned, this room should be sealed with all windows and doors closed).
- 17.5 All staff and students will be asked to take all personal items with them to avoid unnecessary searching.
- 17.6 Staff and students will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- 17.7 Staff will be positioned at all gates leading into the Academy and nobody will be allowed in or out except for emergency personnel.
- 17.8 Once the Police have arrived staff will await further instruction from the emergency services.

## **18. Visitors to the Academy**

- 18.2 All visitors must sign in to reception.
- 18.3 Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the Academy concerned.
- 18.4 No contractor will execute work on the Academy site without the express permission of the Headteacher other than in an emergency or to make safe following theft or vandalism.
- 18.5 Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the Academy.
- 18.6 Anyone hiring the Academy premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.
- 18.7 Visitors and contractors will wear a visitor's badge at all times while on Academy grounds.
- 18.8 Cleaning contractors will wear an easily identifiable uniform or badge at all times.

18.9 Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.

18.10 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

18.11 Uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse immediate help will be sought via a 999 phone call.

## **19. Maintaining equipment**

19.2 Protective clothing and equipment must be supplied and used when required.

**19.3 Inspectors or a trained Health and Safety Technician will inspect the following equipment for health and safety issues annually:**

19.3.1 All electrical appliances.

19.3.2 All fixed gymnasium equipment.

19.3.3 Any workshop equipment

19.4 It is the responsibility of the Headteacher to ensure new equipment meets the appropriate standards and conforms to all Health and Safety requirements. A Safety Technician should be consulted as necessary.

## **20. Hazardous materials**

20.2 All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations.

20.3 Hazardous substances must be labelled with the correct hazard sign and contents label.

20.4 Storage life must be considered by the person responsible in their area e.g. Senior Cook, Caretaker etc. All COSHH and Ionising Radiations Regulations must be adhered to.

20.5 The Site Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

20.6 No hazardous substances will be used without the permission of the Headteacher.

20.7 Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area.

20.8 Dust and fumes must be safely controlled by LEV Regulations.

20.9 No staff member or students should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

## **21. Medicines and drugs**

21.2 No student may take medication on Academy premises without a letter of consent from their parent or carer.

21.3 Staff members have a duty to report any suspicion of unauthorised medicines or drugs being taken or carried.

## **22. Smoking**

22.2 The Academy is a non-smoking premises and no smoking will be permitted on the grounds.

## **23. Housekeeping and cleanliness**

23.2 Special consideration will be given to hygiene areas.

23.3 Waste collection services will be monitored by the Site Manager.

23.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.

## **24. Risk assessment**

24.2 The Headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the Academy.

24.3 Regular assessments of high risks areas will take place.



24.4 Annual risk assessments will be conducted for all other areas of the Academy.

24.5 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

24.6 Both the Governing Body and the Academy Trust will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.

24.7 A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

## **25. Security and theft**

25.2 Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.

25.3 Money should be counted in an appropriate location and staff should not be placed at risk of robbery.

25.4 Staff and students are responsible for their personal belongings and the Academy accepts no responsibility for loss or damage.

25.5 Thefts may be reported to the Police and staff members are expected assist police with their investigation.

25.6 All members of staff are expected to take reasonable measures to ensure the security of Academy equipment being used.

25.7 Missing or believed stolen equipment must be reported immediately to the Headteacher.

## **26. Severe weather**

26.2 The Headteacher, in liaison with the Governing Body, makes a decision on Academy closure on the grounds of Health and Safety. If a closure takes place the Governing Body must be informed.

## **27. Safe use of minibuses**

**27.2** The Headteacher of each school is responsible for arranging the annual maintenance of the minibus/minibuses including MOTs and road tax.

**27.3** The driver(s) must have a current license and hold a full licence in Group A or PCV.

**27.4** Drivers must complete the relevant form from the Academy office and supply a photocopy of their driving licence.

**27.5** If the minibus is loaned to another group their permit must be clearly displayed in the vehicle.

**27.6** Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The Academy will decide who is responsible for covering the cost of any repairs.

**27.7** The minibus will carry strictly one person per seat and seat belts must be worn at all times.

**27.8** Fines occurred will be paid by the driver at the time the offence was committed.

**27.9** Starting and closing mileage along with any potential risks or defects identified will be reported upon return to the Academy.

**27.10** The following staff members hold the required licence and have completed specific training allowing them to drive the minibus/minibuses:

Margaret Tucker	Heidi Braithwaite
Mandy Pearce	Linda Derby
Ed Clements	Andrew Brown

## **28. Workplace Health and Safety: Stress Management**

**28.2** Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate

and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

## **29. Workplace Health and Safety: Display equipment**

29.2 DSE assessments will be carried out by the Health and Safety Officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

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**Signed by**

\_\_\_\_\_ **Headteacher**

**Date:** \_\_\_\_\_

\_\_\_\_\_ **Chair of Governors**

**Date:** \_\_\_\_\_

**Next review date:** \_\_\_\_\_

# Hambridge Primary



The following staff members are trained First Aiders:

<b>Name</b>	<b>Course attended</b>	<b>Date completed</b>	<b>Expires</b>
Stacey White	Paediatric First Aid	12/11/2018	12/11/2021
Jenni Brandt	Basic First Aid	27/6/2017	27/06/2020
Ruth Taylor	Paediatric First Aid	15/03/2019	15/03/2022
Rebecca Denley	Basic First Aid	15/03/2019	15/03/2022
Neil Thompson	Basic First Aid	27/06/2017	27/06/2020
Michelle Hamm	Paediatric First Aid	12/11/2018	12/11/2021
Judith Izzard	Basic First Aid	15/3/2019	15/03/2022
Ang Hart	Paediatric First Aid	23/01/2018	23/01/2021
Tracey Howley	Basic First Aid	06/10/2018	06/10/2021
Serena Norman	Basic First Aid	10/07/2017	10/07/2020
Rebecca Phippen	Paediatric First Aid	20/09/2017	20/09/2020
Rhiannon Trent	Paediatric First Aid	21/06/2017	21/06/2020
Rebecca Yeadon	Paediatric First Aid	23/08/2017	23/08/2020
Tammy Perkins	Paediatric First Aid	28/03/2019	28/03/2022

First aid boxes are located as follows:

<b>Location</b>	<b>Responsible Staff Member</b>	<b>Location</b>	<b>Responsible Staff Member</b>
Staff Kitchen	Jenni Brandt	Inside Classes 1,2,4,5	Jenni Brandt
Resources Room	Jenni Brandt	Minibus	Jenni Brandt
Corridor by Class 3	Jenni Brandt	Woodpecker Club	Jenni Brandt
School Office	Jenni Brandt		
School Kitchen	Jenni Brandt		

# Huish Episcopi Primary



The following staff members are trained First Aiders:

<b>Name</b>	<b>Course attended</b>	<b>Date completed</b>	<b>Expires</b>
Linette Pengelly	Paediatric First Aid	Feb 2019	Feb 2022
Jane Raymond	Paediatric First Aid	Feb 2018	Feb 2021
Kevin Davies	Paediatric First Aid	Feb 2019	Feb 2022
Mandy Ramwell	Paediatric First Aid	Feb 2019	Feb 2022
Becky Lyes	Paediatric First Aid	Feb 2019	Feb 2022
Megan Gosling	Paediatric First Aid	Feb 2018	Feb 2021
Caroline Strudwick	Paediatric First Aid	Feb 2019	Feb 2022
Donna Sell	Emergency Paediatric First Aid	Feb 2019	Feb 2022
Jo Robinson	Paediatric First Aid	Sept 2017	Sept 2020
Jo Sams	Paediatric First Aid	June 2016	June 2019

First aid boxes are located as follows:

<b>Location</b>	<b>Responsible Staff Member</b>
Staff Room	Jane Raymond
First Aid Room	Jane Raymond
Foundation Class	Jane Raymond
Lobby Kitchen	Jane Raymond
Community Room	Jane Raymond

# Othery Village School



The following staff members are trained First Aiders:

<b>Name</b>	<b>Course attended</b>	<b>Date completed</b>	<b>Expires</b>
Julie Easman	Basic First Aid for Schools	27.06.17	27.06.20
Matthew Coggins	Basic First Aid for Schools	27.06.17	27.06.20
Margaret Tucker	Basic First Aid for Schools	27.06.17	27.06.20
Cindy Phillips	Basic First Aid for Schools	27.06.17	27.06.20
Sally Yeo	Early Years 12 hr Paediatric First Aid	26.05.17	26.05.20
Sarah Greedy	Early Years 12 hr Paediatric First Aid	26.05.17	26.05.20
Bridget Graham	Basic First Aid for Schools	27.06.17	27.06.20
Andrew Brown	Basic First Aid for Schools	27.06.17	27.06.20

First aid boxes are located as follows:

<b>Location</b>	<b>Responsible Staff Member</b>	<b>Location</b>	<b>Responsible Staff Member</b>
Lapwings classroom	Ceri Gardiner		
Owls classroom	Matt Coggins/Emma Guildford-Sharp		
Kitchen	Lunch staff		
Main Office	Office staff		

# Middlezoy Primary School



The following staff members are trained First Aiders:

<b>Name</b>	<b>Course attended</b>	<b>Date completed</b>	<b>Expires</b>
Julie Easman	Basic First Aid for Schools	27.06.17	27.06.20
Paula Higgs	Basic First Aid for Schools	27.06.17	27.06.20
Dawn Brown	Basic First Aid for Schools	27.06.17	27.06.20
Di Radford	Basic First Aid for Schools	27.06.17	27.06.20
Linda Darby	Basic First Aid for Schools	27.06.17	27.06.20
Jolene Phillips	Basic First Aid for Schools	27.06.17	27.06.20
Heidi Braithwaite	Basic First Aid for Schools	27.06.17	27.06.20
Bridget Graham	Basic First Aid for Schools	27.06.17	27.06.20
Cindy Phillips	Basic First Aid for Schools	27.06.17	27.06.20

First aid boxes are located as follows:

<b>Location</b>	<b>Responsible Staff Member</b>	<b>Location</b>	<b>Responsible Staff Member</b>
Herons Classroom	James Leveigh		
Cranes Classroom	Nick Prinn		
Kitchen	Lunch staff		
Staffroom	Office staff		
Main Office	Office Staff		