THE SYDNEY RUSSELL SCHOOL

Health & Safety Strategy 2026 - 2027

Date of review – November 2026

Approved in November 2026 by:
Dr J. Porter
Vice Chair of Governors/Chair of Finance



GOVERNORS STATEMENT

The Governors of The Sydney Russell School recognise their responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils, students and other persons who come onto the premises.

They will take all reasonable steps within their power to fulfil this responsibility.

The Governors require the Principal to draw up the necessary arrangements, circulate this information to staff and then monitor its implementation.

The Governors undertake to carry out regular health and safety inspections of the school. The School Governor with responsibility for Health and Safety is Ms O. Raithatha

1. ORGANISATIONAL SAFETY

1.1. The **Principal** is responsible for:

1.2. Pursuing the objectives of Sydney Russell School in respect of health and safety;

1.3. Taking all reasonable steps to meet the responsibility delegated to her by Partnership Learning Trust (PLT)

1.4. Effective monitoring of the implementation of the arrangements;

1.5. Being available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through established arrangements;

1.6. Reporting to Partnership Learning Chief Executive those instances where the Principal's authority does not allow the elimination or reduction to a satisfactory level of a hazard, whilst taking all necessary short term measures to avoid danger, pending rectification;

1.7. Noting all health and safety instructions and advice issued by the Barking and Dagenham Council and the PLT to ensure that they are brought to the attention of all staff; to keep a file of such information together with information and advice published by the DfE and others about the health and safety aspects of the activities carried on in the School, and to make this information available to all staff;

1.8. The establishment of a Health and Safety committee;

1.9. Ensuring that all staff are given information, instruction, training and supervision in safe working procedures in order that they may recognise and understand their personal responsibilities.

2. The Health & Safety SLT Lead is responsible for:

2.1. Ensuring that this strategy is brought to the attention of all employees at the school;

2.2. Applying and maintaining the organisation and procedures necessary to implement and monitor the strategy;

2.3. Reviewing these arrangements and remedying, as far as reasonably practicable, deficiencies found;

2.4. Reviewing the fire evacuation drill within the health and safety strategy;

2.5. Reporting hazards, incidents or accidents to the relevant personnel.

2.6. Reviewing and modifying this strategy on a yearly basis

2.7. Keeping a list of health & safety representatives, to be readily available, and to co-operate with them as far as is reasonable in their efforts to carry out their functions: receiving reports from health & safety representatives and to respond within a reasonable time;

2.8. Ensuring that staff are given information and adequate instruction and training to carry out their work without undue risk to their health and safety and that of all other people who may be affected by their work.

3. The School Caretakers are responsible for:

3.1. Assisting in the implementation and monitoring of the Health and Safety Strategy and safe working procedures;

3.2. Investigating and reporting to the Health & Safety SLT lead on safety, occupational health and compliance with safe working procedures and legislation;

3.3. Investigating hazards, accidents and incidents, formulating proposals to help prevent recurrences, and reporting accordingly to the Health and Safety Body;

3.4. Keeping statistics on accidents and incidents and reporting on these regularly to the Health and Safety SLT lead;

3.5. Ensuring that equipment and materials purchased are suitable and safe for their intended purpose and comply with UK Consumer Safety Legislation and Section Six of the Health and Safety at Work etc. Act 1974 and subsequent updates.

3.6. Ensuring the proper installation and regular maintenance of plant and equipment by competent persons where required, and the provision of sufficient information and instructions to enable safe and proper usage of such plant and equipment;

3.7. Ensuring that premises and buildings under the control of the Governing Body are maintained in a healthy and safe condition.

3.8. Ensuring that all relevant safety information that comes into school is conveyed to the appropriate employees.

4. Heads of Departments are each responsible for:

4.1. Ensuring that all reasonably Health & Safety practical steps are taken, within the teaching, preparation, storage and other areas associated with their Department. In particular, Heads of Department are responsible for ensuring that departmental equipment, including aural and visual aid equipment is maintained in a safe condition.

4.2. When required actions lie outside their power or capabilities, they should inform the Health and Safety SLT lead.

4.3. Codes of practice issued by members of the LBBD and the Partnership Learning Trust should be followed as far as is reasonable practical. The guidance of a specialist should be sought whenever it is appropriate.

4.4. Technicians are responsible on safety matters to the Head of Department who should describe in writing, as much as is compatible with their job description, the extent of the Technicians' responsibility for checking the safety of equipment and materials

4.5. Heads of Department should ensure that copies of relevant safety documents are maintained and are available to all employees working within their department.

4.6. Ensuring the proper installation and regular maintenance of equipment by competent persons where required, and the provision of sufficient information and instructions to enable safe and proper usage of such equipment;

4.7. Ensuring that all staff are given information and adequate instruction and training to carry out their work without undue risk to their health and safety and that of all other people who may be affected by their work.

5. Teaching Staff are responsible for:

5.1. Applying and maintaining the organisation and departmental health & safety procedures;

5.2. Reviewing health & safety within their area of control arrangements and remedying, as far as possible, any deficiencies found;

5.3. Reporting hazards, incidents or accidents to their Head of Department.

5.4. Ensuring that equipment and materials purchased are suitable and safe for their intended purpose and comply with UK Consumer Safety legislation and Section Six of the Health and Safety at Work etc. Act 1974;

6. Support Staff are responsible for:

6.1. Applying and maintaining the organisation and departmental health & safety procedures;

6.2. Reviewing these arrangements and remedying, as far as reasonably practicable, any deficiencies found;

6.3. Reporting hazards, incidents or accidents to the H&S SLT Lead or to the Head of Department, or other delegated member of staff as appropriate.

7. School First Aiders are responsible for:

7.1. Applying and maintaining the organisation health & safety procedures within their area of control;

7.2. Reviewing these arrangements and remedying, as far as reasonably practicable, deficiencies found;

7.3. Reporting hazards, incidents and accidents to the H&S SLT Lead or their Head of Department;

7.4. Ensuring the correct completion of the Accident Book and Accident Report Forms;

7.5. Ensuring that equipment and materials purchased are suitable and safe for their intended purpose and comply with UK Consumer Safety legislation and Section Six of the Health and Safety at Work etc. Act 1974;

8. Duties of all employees

8.1. All employees have statutory duties in connection with their own health and safety and that of other employees, students and members of the public.

8.2. It shall be the duty of every employee whilst at work:

8.2.1. To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work;

8.2.2. As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.

8.3. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

8.4. In the execution of their duties all employees are expected to use the knowledge gained from specific health and safety training and that which is inherent in their professional training.

9. Compliance with Safety Policy

Failure by any employee to accept or act upon reasonable standards set to achieve the health and safety of themselves and others and to protect the health of the working environment may be subject to disciplinary action.

Disciplinary action will be in accordance with procedures adopted by the Governing Body.

10. OUR SCHOOL'S ARRANGEMENTS

Accidents:

10.1. Accidents must be reported and an accident form completed. If "immediately" is not possible due to injuries, then as soon as possible thereafter. The accident form must record the full circumstances of the occurrence and should include all of the following:

- the name of the injured person
- the nature of the injury
- when, where and how it occurred
- who was supervising
- the treatment given

10.2. The Health and Safety SLT lead, is responsible for reporting all accidents to the Principal. Major accidents must be reported to the Principal and Governing Body.

10.3. The Head of Department, or a designated senior member of staff, will carry out an investigation of the accident and all accidents will be reported to the Principal.

10.4. In accordance with the Social Security Act 1985 an Accident book will be kept in main office and details of injuries to employees, students, contractors and visitors entered therein.

10.5. Accidents to students must be reported on a student accident form. Any witness statements should also be attached to the accident form. All accidents, whether causing injury or not should be reported.

10.6. It is also good practice to report "near misses" to your Head of Department so that a risk assessment can be carried out to prevent any future occurrences.

11. Accident/Incidences in school

If there is a Health & Safety accident or incident within school, during a lesson or at break time, the following protocol should be follows:

- Ensure the students and staff are safe
- Ensure the area is safe, move students and staff if necessary
- Contact H&S Lead (Tracy Maxwell-Jones) and/or Caretakers to report incident
- Complete incident/accident form
- Complete a statement detailing as much as possible from the incident
- Ensure HOD is aware.

12. Hazards/Dangerous Occurrences

12.1. Everyone is responsible for identification of hazards.

12.2. Hazards should be reported to the Head of Department verbally and in writing/electronically.

12.3. The Head of Department will arrange for remedial work to be carried out.

13. First Aid

13.1. Only qualified first aiders will give first aid.

13.2. To call a first aider to an incident/accident, you should call either the student services or reception when one of the first aid qualified staff will respond as soon as possible.

13.3. Support for first aid is provided by the school. It is anticipated that holders of emergency aid certificates will follow a refresher course in order to update the original qualification in accordance with recognised guidelines.

13.4. A list of known qualified designated first aiders is available on the staff dashboard.

13.5. First aid boxes are located on the secondary site at front reception, PE Office, LSC. On the Primary site they are located in the first aid room. Staff should become familiar with the position of the first aid box nearest to their regular teaching base.

13.6. Students should not carry medication around school with them. It should be deposited at first aid.

13.7. No tablets e.g. aspirin should be given to students. Parents must supply the tablets and give written instructions about dosage if they wish the school to give medication to their children.

13.8. The first aider, or in the absence of the first aider, a designated member of staff, will accompany a student to hospital.

13.9. The first aider, or designated member of staff, will ensure that parents are contacted.

14. Infectious Diseases

14.1. Cases of some infectious diseases are notifiable and FIrst AId has lists of such infectious diseases. If any staff receives information in this area they should check with the First Aider as soon as possible. First Aid will notify the Principal who will then notify the Medical Officer for Environmental Health (MOEH). **Please see our Critical Incident Policy for further details.**

15. Hygiene

A high standard of personal hygiene must be encouraged. Bactericidal soap and a means of drying hands will be made available in sanitary accommodation.

Particular care must be taken when dealing with bleeding or other cases of spillage of body fluid:

15.1. Disposable plastic aprons and gloves should be worn (these should be available in first aid boxes). Gloves are also available from the First Aider, Caretakers and Science Prep Rooms.

15.2. Individual contaminated paper tissues/towels may be flushed down the toilet, but if a quantity has been used they, together with the gloves and apron, should be treated as infected waste and must be disposed safely on sanitary bins.

15.3. People should be kept away from the area until the spillage is dealt with by a caretaker.

16. Fire Precautions

Anyone discovering an outbreak of fire should immediately break the nearest fire call point, breaking the glass so that the alarm is raised. The bell will not immediately sound as it is programmed with a small delay. The caretaker on duty will immediately respond to this alarm and visit the call point to investigate the emergency.

16.1. FIRE DRILL - Primary Site

16.1.1. Fire drills will take place every term. In addition, early in the Autumn Term the Reception pupils will have a "walk through" practice to introduce them to the system.

16.1.2. The alarm signal for an evacuation is the continuous ringing of the fire bell.

16.1.3. All Fire Marshals should go to their designated areas.

16.1.4. Immediately bring the pupils to attention and count the number of pupils in your charge.

16.1.5. Close the windows and line your pupils up at the fire exit door to your room.

16.1.6. Keep your pupils together and escort them out of the building via the agreed fire exit leaving your classroom door closed but unlocked. A hazard e.g. a fire within a stairwell or close to the fire exit may force you to change your evacuation route.

16.1.7. Follow the signposted fire exit evacuation path towards your assembly point **(Sport Field – Playground Cage).**

16.1.8. Once at your assembly point guide your pupils to your designated room in your assembly area.

16.1.9. Line up your pupils and repeat the head count to ensure all your pupils are present. Report any absences to the member of staff in charge of your Assembly Point.

16.1.10. Return to your group until you are given instruction to be dismissed when the drill is over.

16.1.11. When an evacuation is signalled during a non-contact period, you must evacuate with the other staff and assist colleagues with control of pupils during this evacuation.

16.1.12. Non-teaching staff must also evacuate by following their designated evacuation route to the assembly point.

16.2. FIRE DRILL - Secondary Site

16.2.1. Fire drills will take place every term. In addition, early in the Autumn Term the New Year 7 students will have a "walk through" practice to introduce them to the system.

16.2.2. The Fire Service has sanctioned a system where each block is an independent entity as far as fire drill is concerned. The alarm signal for an evacuation of a block is the continuous ringing of the fire bell. When this occurs in a block in which you are teaching;

16.2.3. All Fire Marshals should go to their designated areas.

16.2.4. All radio communication should switch to Channel 2 to listen to but **ONLY** Fire Marshals/Caretakers are allowed to use this channel at this moment in time.

16.2.5. Immediately bring the students to attention and count the number of students in your charge.

16.2.6. Close the windows and line your students up at the fire exit door to your room.

16.2.7. Keep your students together and escort them out of the building via the agreed fire exit leaving your classroom door closed but unlocked. A hazard e.g. a fire within a stairwell or close to the fire exit may force you to change your evacuation route.

16.2.8. Follow the signposted fire exit evacuation path towards your assembly point **(Assembly Point A** - Sports Fields at the Back of Kingsley and **Assembly Point B** – School Courtyard**)).**

16.2.9. Once at your assembly point guide your students to your designated room in your assembly area.

16.2.10. Line up your students and repeat the head count to ensure all your students are present. Report any absences to the member of staff in charge of your Assembly Point.

16.2.11. Return to your group until you are given instruction to be dismissed when the drill is over.

16.2.12. Appointed "Fire Marshalls" for each block will tour the affected block to ensure all are safely evacuated.

16.2.13. When an evacuation is signalled in your block during a non-contact period, you must evacuate with the other staff and assist colleagues with control of students during this evacuation.

16.2.14. Non-teaching staff must also evacuate by following their designated evacuation route to their assembly point.

16.3. Prevention

16.3.1. All non-essential electrical items when not in use, should be turned off, especially when the school is being closed for the night or the holidays.

16.3.2. The accumulation of combustible waste materials in classrooms, storerooms and offices should be avoided.

16.3.3. The School is a non-smoking site and smoking is not allowed anywhere on the premises.

16.4. Maintenance

16.4.1. Fire Exit doors must be capable of being opened immediately and be clear of obstruction at all times.

16.4.2. All other doors should be kept shut whenever possible.

16.4.3. Fire exit doors need to be self-closing, close fitting and have a 'fire-door keep shut' sticker on them.

16.4.4. Stairways and corridors should be kept clear from obstruction at all times, kept free from combustible materials and the floor coverings should be in good condition.

16.4.5. Fire Alarms should be audible throughout the school.

16.4.6. Fire Alarms should be tested by the Caretaking Team weekly and a record kept.

16.4.7. Firefighting equipment should be provided and maintained and be strategically placed throughout the school.

16.4.8. Emergency lighting should be maintained and tested regularly, the system being fully trained on an annual basis and a record kept by the Caretaking Team.

16.5. Action in the event of a fire

16.5.1. Anyone discovering an outbreak of fire should sound the nearest fire alarm.

16.5.2. A fire should only be tackled by a member of staff if it is completely safe to do so.

16.6. On hearing the Fire Alarm

16.6.1. Everyone must follow the Fire Drill procedure (see section 16.1)

16.7. Awareness

16.7.1. Practical fire drills will be carried out on a regular basis and at least once every term, to ensure that staff and students are aware of the emergency procedure.

16.7.2. All students and adults should be aware of all the exit routes in the buildings, in particular doors which might not normally be available to students during the school day.

16.7.3. Students involved in private study, away from the classroom, should be aware of the emergency procedure.

16.7.4. Everyone in the school should be aware of how to raise the alarm in case of an emergency.

16.7.5. All doors which may be used as exit routes from the school are to be kept unlocked when the school is occupied.

16.7.6. It is the duty of everyone using any room in the school to notify the H&S SLT lead if the 'Fire Instruction' Notice is missing or damaged.

16.8. Radioactive sources

16.8.1. The school has a collection of radioactive sources (α, β, γ), kept in a locked metal cabinet. The cabinet is bolted to the wall in store room 136, next to classroom S0.08 at the north corner of the Shaftsbury building.

16.8.2. The fire department should be informed of the location of the radioactive sources.

16.8.3. In the event of a fire, no attempt should be made to rescue radioactive materials.

16.9 Asbestos

16.9.1 Areas within the secondary site where Asbestos has been confirmed.

- Flue & Cowl, asbestos type Chrysotile.
- Lester Block electric room 039 (flash guards), asbestos type Chrysotile.
- Rear Stairwell 109 (floor tiles), asbestos type Chrysotile.
- Shaftesbury Block server room 127 (lagging) asbestos type, Chrysotile.
- Boiler Room (Flange gaskets to pipes) asbestos type, Chrysotile.

16.9.2 Areas within the primary site where Asbestos has been confirmed.

- KS1 hall Bitumen floor adhesive, asbestos type Chrysotile.
- Reception area, Bitumen floor adhesive, asbestos type Chrysotile.
- Server Room (electrical flash guards), asbestos type Chrysotile.
- Electrical intake room (electrical flash guards), asbestos type Chrysotile.
- Classroom P30 (floor tiles), asbestos type Chrysotile.
- Main hall Bitumen floor adhesive, asbestos type Chrysotile.
- Main corridor ducts, asbestos type Chrysotile.

17. Bomb Alert

17.1. In the event of the school receiving information about a bomb alert, the responsibility for sounding the alarm lies with the Principal. In deciding whether to sound the alarm the Principal will take into consideration information about the source of the alert and advice from the Police. **Please check our Critical Incident Policy for further detail**

18. Procedure for the Evacuation of Wheelchair Users

18.1. The Health & Safety Lead will organise a Personal Emergency Evacuation Plan (PEEP) for all wheelchair students and make appropriate arrangements for staff training.

18.2. All wheelchair students will be expected to go to the nearest refuge point and wit there until the designated Fire Marshal(s) comes to their rescue.

ALL PROCEDURES WILL BE THE SAME AS FOR A FIRE DRILL PROCEDURE (SEE SECTION 16.1)

19. Environment

19.1. A safe working environment will be maintained.

19.2. Defects in heating, lighting, ventilation etc. are to be reported to the Site Maintenance who will instigate the necessary remedial work.

19.3. Any hazard, potential hazard, or repair work required should be reported to the Health & Safety SLT lead who will instigate the necessary action.

20. Inspections

20.1. Safety Inspections will be carried out at least once every half term by the Health & Safety SLT lead and designated Health & Safety Governor.

20.2. Annual service inspections of firefighting equipment and alarm systems will be carried out by sub-contractors and the Fire Department will also carry out an annual Safety Inspection.

21. School Journeys

21.1. The person in charge of any school visit or journey which has been authorised must ensure that all reasonable standards of health and safety are attained during the visit.

21.2. Please refer to Visits Policy whenever making student journeys.

22. Substances

Under the Control of Substances Hazardous to Health (COSHH) Regulations 1988, formal assessment or 'Risk Statements' are required for any substance defined as hazardous to health, and these should be displayed within the department. Staff should be fully briefed about risks involved in the use of a substance and the measure necessary to counter them. Staff are required to make full and proper use of any protective equipment provided to protect their health, and that of their students, and to report immediately any defects.

23. Electrical Safety

23.1. Electrical Installation and Testing will be carried out in accordance with the Electricity at Work Regulations.

23.2. All electrical equipment operating at over 50 volts should be visually checked, by the user, and any defective items taken out of use and reported for repair.

23.3. Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.

23.4. Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected, by the user, for any damage to the insulation of the item, cable sheath or plug each time it is used. Any defective items should be taken out of use and reported for repair.

23.5. A record-book should be kept in each Department listing all electrical appliances and the date of all checks made recorded together with any remedial action taken.

24. Protective Clothing

Protective Clothing will be provided when necessary and should be worn whenever the situation deems it to be necessary.

25. New Staff

New staff should be given a copy of the Health and Safety Policy of the School and be further briefed during one of the briefing sessions for new staff.

26. Visitors to School

26.1. All visitors to School should sign in and read the information that is detailed on the back of the Visitor's badge.

26.2. Visitors and contractors to the School site should be aware of their responsibilities with regard to Health and Safety at Work etc. Act 1974.

26.3. In the event of a fire the fire alarm (loud siren) will sound.

26.4. Fire notices are posted in every room and office of the School and these give clear instructions. Follow the fire exit notices positioned in all corridors to find your way to the nearest exit.

26.5. Smoking is not permitted anywhere in the School premises.

26.6. Please ensure you sign out by returning the badge to the reception. If you are leaving the school after 16:00 please hand your badge to a member of staff.

School's Health & Safety Committee

SLT Health and Safety lead: Tracy Maxwell-Jones
Governor Health & Safety lead: Craig Smith / Olivia Raithatha
Teacher Health & Safety lead: Olivia Raithatha

Position of First Aid Boxes

- Reception (Primary & Secondary)
- LSC (Secondary)
- PE Office (Secondary)
- First Aid Cupboard (Primary)

Primary First Aiders

Name	Course	Site	Date completed	Date expires
Andrea Kurcinova	Paediatric First Aid	Primary	Sep-25	Aug-28
Aysha Begum	Paediatric First Aid	Primary	Feb-26	Feb-29
Carla Watts	Paediatric First Aid	Primary	Nov-24	Nov-27
Carly Bartle	Paediatric First Aid	Primary	Sep-25	Aug-28
Chantelle Gilroy	Paediatric First Aid	Primary	Sep-25	Aug-28
Charlene Richardson	Paediatric First Aid	Primary	Nov-24	Nov-27
Donna O'Connor	Paediatric First Aid	Primary	Sep-25	Aug-28
Farah Wahid	Paediatric First Aid	Primary	Feb-26	Feb-29
Florida Pepi-Goxhabelli	Paediatric First Aid	Primary	Feb-26	Feb-29
Florije Lamcja	Paediatric First Aid	Primary	Jan-24	Jan-27
Jamilah Ahmed	Paediatric First Aid	Primary	Jan-24	Jan-27
Jodie Maddocks	Paediatric First Aid	Primary	Nov-24	Nov-27

Jomuna Begum	Paediatric First Aid	Primary	Sep-25	Aug-28
Kim Matson	Paediatric First Aid	Primary	Nov-24	Nov-27
Leah Lemoual	Paediatric First Aid	Primary	Nov-24	Nov-27
Lianne Dickle	Paediatric First Aid	Primary	Jan-24	Jan-27
Ludmilla Cazac	Paediatric First Aid	Primary	Nov-24	Nov-27
Mamoona Butt	Paediatric First Aid	Primary	Sep-25	Aug-28
Maria Crafer	Paediatric First Aid	Primary	Nov-24	Nov-27
Megan Boughen	Paediatric First Aid	Primary	Jan-24	Jan-27
Mihaela Bratescu	Paediatric First Aid	Primary	Nov-24	Nov-27
Mihaela Preda	Paediatric First Aid	Primary	Sep-25	Aug-28
Nasima Lebony	Paediatric First Aid	Primary	Feb-26	Feb-29
Natalia Irfan	Paediatric First Aid	Primary	Sep-25	Aug-28
Neelam Khan	Paediatric First Aid	Primary	Sep-25	Aug-28
Nyeem Ali	Paediatric First Aid	Primary	Jan-24	Jan-27
Regia Khaled Chowdhury	Paediatric First Aid	Primary	Sep-25	Aug-28
Rejeya Begum	Paediatric First Aid	Primary	Feb-26	Feb-29
Ruchika Singh	Paediatric First Aid	Primary	Feb-26	Feb-29
Ruxandra Ali	Paediatric First Aid	Primary	Feb-26	Feb-29
Sadia Hussain	Paediatric First Aid	Primary	Sep-25	Aug-28
Saima Rehman	Paediatric First Aid	Primary	Nov-24	Nov-27
Sarah Dodds	Paediatric First Aid	Primary	Nov-24	Nov-27
Sarah Swainsbury	Paediatric First Aid	Primary	Nov-24	Nov-27
Saudatu Musah	Paediatric First Aid	Primary	Nov-24	Nov-27
Selvana Vato	Paediatric First Aid	Primary	Feb-26	Feb-29
Suzanne Carter	Paediatric First Aid	Primary	Nov-24	Nov-27
Zahira Rapati	Paediatric First Aid	Primary	Sep-25	Aug-28

Secondary First Aiders

Name	Course	Site	Date completed	Date expires
Adam Guzda	Paediatric First Aid	Secondary	Nov-24	Nov-27
Alice Porter	Paediatric First Aid	Secondary	Jun-24	Jun-27
Amanda Robertson	Paediatric First Aid	Secondary	Nov-24	Nov-27
Amy Jones	Paediatric First Aid	Secondary	Nov-24	Nov-27
Anita Haslett	Paediatric First Aid	Secondary	Feb-26	Feb-29
Brinda Kookaloo	Emergency First Aid at Work	Secondary	Sep-26	Sep-29
Caroline Ezzat	Paediatric First Aid	Secondary	Nov-24	Nov-27
Charlie Walsh	Paediatric First Aid	Secondary	Nov-24	Nov-27
Charlotte Demosthenous	Paediatric First Aid	Secondary	Sep-25	Aug-28
Charlotte McEvoy	Paediatric First Aid	Secondary	Oct-23	Oct-26
Charlotte Goddard	Paediatric First Aid	Secondary	Nov-24	Nov-27

Christopher Dunne	Paediatric First Aid	Secondary	Sep-25	Aug-28
Danielle Kemp	Paediatric First Aid	Secondary	Sep-25	Aug-28
Edward Dovey	Paediatric First Aid	Secondary	Nov-24	Nov-27
Elizabeth Allen	Paediatric First Aid	Secondary	Sep-25	Aug-28
Elizabeth Timney	Paediatric First Aid	Secondary	Sep-25	Aug-28
Ellis Ashworth	Paediatric First Aid	Secondary	Nov-24	Nov-27
Emilio Navarro Cobos	Paediatric First Aid	Secondary	Nov-24	Nov-27
Fariha Ahad	Paediatric First Aid	Secondary	Sep-25	Aug-28
Floransa Ratkoceri	Paediatric First Aid	Secondary	Mar-25	Mar-28
Gavin Home	Paediatric First Aid	Secondary	Nov-24	Nov-27
George Greene	Paediatric First Aid	Secondary	Feb-26	Feb-29
Heidi Brien	Paediatric First Aid	Secondary	Feb-26	Feb-29
Helna Ivos	Paediatric First Aid	Secondary	Feb-26	Feb-29
Jennifer Stock	Paediatric First Aid	Secondary	Feb-26	Feb-29
Joanne Hubbard	Paediatric First Aid	Secondary	Sep-25	Aug-28
Keisha Okwesia	Paediatric First Aid	Secondary	Nov-24	Nov-27
Kenzi Fowell	Paediatric First Aid	Secondary	Nov-24	Nov-27
Kerry Joyce	Paediatric First Aid	Secondary	Feb-26	Feb-29
Leah Dodson	Paediatric First Aid	Secondary	Nov-24	Nov-27
Lisa Clarke	Paediatric First Aid	Secondary	Feb-26	Feb-29
Lucy Ludlow	Paediatric First Aid	Secondary	Nov-24	Nov-27
Lynn Williams	Paediatric First Aid	Secondary	Feb-26	Feb-29
Marc Amato	Paediatric First Aid	Secondary	Nov-24	Nov-27
Matthew Mitchell	Paediatric First Aid	Secondary	Jan-24	Jan-27
Matthew Vieira	Paediatric First Aid	Secondary	Nov-24	Nov-27
Melissa Carter	Paediatric First Aid	Secondary	Nov-24	Nov-27
Michael Sands	Paediatric First Aid	Secondary	Sep-25	Aug-28
Mousumi Rizvi	Paediatric First Aid	Secondary	Sep-25	Aug-28
Nasir Uddin	Paediatric First Aid	Secondary	Nov-24	Nov-27
Nathaniel Blythe	Paediatric First Aid	Secondary	Sep-25	Aug-28
Nicole Ryan	Paediatric First Aid	Secondary	Nov-24	Nov-27
Nizam Malji	Paediatric First Aid	Secondary	Nov-24	Nov-27
Olivia Goode	Paediatric First Aid	Secondary	Nov-24	Nov-27
Owen Dodd	Paediatric First Aid	Secondary	Feb-26	Feb-29
Rehana Chitbahal	Paediatric First Aid	Secondary	Sep-25	Aug-28
Rodney Mubira	Paediatric First Aid	Secondary	Sep-25	Aug-28
Rosana Antunes	Paediatric First Aid	Secondary	Nov-24	Nov-27
Rowan Newland	Paediatric First Aid	Secondary	Nov-24	Nov-27
Shaneil Dodd	Paediatric First Aid	Secondary	Sep-25	Aug-28
Sophie Long	Paediatric First Aid	Secondary	Nov-24	Nov-27
Sultana Razia Zaman	Paediatric First Aid	Secondary	Sep-25	Aug-28
Susan Goodwin	Paediatric First Aid	Secondary	Feb-26	Feb-29

Susan Wright	Paediatric First Aid	Secondary	Nov-24	Nov-27
Thomas Ghouse	Paediatric First Aid	Secondary	Nov-24	Nov-27
Thomas Hall	Paediatric First Aid	Secondary	Nov-24	Nov-27
Trudy Bolt	Paediatric First Aid	Secondary	Feb-26	Feb-29
Victoria Barnes	Paediatric First Aid	Secondary	Sep-25	Aug-28
Yasmin Ahmed	Paediatric First Aid	Secondary	Nov-24	Nov-27

Guide to Visitors and Contractors

Please be aware that:

- There is no plan for a fire drill today
- In the event of a fire, the fire alarm (long continuous loud siren) will sound.
    - Fire notices with clear instructions are posted in every room and offices of the School.
    - Follow the member of staff you are visiting to your nearest assembly.
- Smoking is not permitted anywhere in the School
- The front office staff have a list of the first aiders
- Please ensure you sign out by returning the badge to the reception. If you are leaving the school after 16:00 please hand your badge to a member of staff.

Further Information/Publications:

Health & Safety Publications and all other relevant policies are available from the School's website/SharePoint or Staff Room Library.

Fire Wardens / Marshals – Roles/Positions

The Fire Marshals are the only members of staff who have received training in the use of Fire Extinguishers. There are 2 -3 designated Fire Marshals in each floor.

Secondary Site

Display Panel	Dave Clark (Senior Caretaker)
Investigate Fire Location – dependent who is on shift, this order should be:	• John Murphy • Sam Penfold • Paul Sayers • Ian Wright • Tony Hall • James Clark
Wheelchair Support	Owen Dodd & Rodney Mubira
Opening of green gates to allow emergency vehicles	Sue Wright

Fire Marshalls

Building	**Floor**	**Marshalls**
16+	1st floor	Melissa Carter
ARP	Ground floor	Amy Jones & Lynn Williams
Reset room	Ground floor	Shaneil Dodd & Nicole Ryan
Durrant	Ground floor	Anita Haslett
	1st floor	Anita Haslett & Aris Dimakos
	2nd floor	Aris Dimakos
Kingsley	Ground floor	Eleanor Green & Heidi Brien
	1st floor	Tom Hall & Charlie Walsh
	2nd floor	Karen Meggs & Melissa Price
	Pods	Elizabeth Allen
	PE Area	Tom Ghouse, Keisha Okwesia & Rowan Newland

	Link Canteen/Atrium/Reception	Verona Smith
Lester	Ground floor	Caroline Halahan & Amanda Robertson
	1st floor	Rosana Antunes & Chris Dunne
Norris	Ground floor	Olivia Jessop & Charlotte Demosthenous
	1st floor	Kerry Joyce
Shaftesbury	Ground floor	Julie Oates (to the right of the atrium) Lucy Ludlow (to the left of the atrium)
	1st floor	Liz Timney & Joanne Hubbard (Music rooms) Jade Carter & Tanya Taylor (Science rooms)
	2nd floor	Tracy Maxwell-Jones

Primary Site

Display Panel

- Caretaker on duty

Investigate Fire location

- Ian Barton/Caretaker on duty

Fire Wardens to check whole site

Carla Culling
Carla Watts
Sarah Swainsbury