

BRIGHTON GIRLS STATEMENT

HEALTH & SAFETY ORGANISATION

AND RESPONSIBILITIES

Document Control
1.0

Valid as of:
September 2020

Last Review:
October 2019

Document Owner & Contact Person :
Leigh Ward, Director of Finance and Operations

School:
Brighton Girls GDST (Whole School)

Next Review:
September 2021

Table of Contents

1	HEAD'S RESPONSIBILITIES (08/19)	3
2	DELEGATED EXECUTIVE RESPONSIBILITY (03/17)	4
2.1	Heads of Department.....	5
3	ADVISORY RESPONSIBILITY FOR SAFETY (08/19)	6
3.1	Health & Safety Co-ordinator.....	6
3.2	Fire Drill Officer	8
3.3	Emergency Evacuation Co-ordinator.....	8
3.4	School Nurse	9
3.5	Radiation Protection Supervisor	9
3.6	Educational Visits Co-ordinator	9
3.7	Accessibility Coordinator	10
4	OTHER FUNCTIONS (08/19)	10
4.1	Fire Wardens/Marshals	10
4.2	Key Duty Holders.....	10
4.3	Display Screen Assessor.....	11
4.4	Administration of Medicine.....	11
4.5	First Aiders	11
4.6	Accidents	11
4.7	Dangerous Occurences/Near Misses.....	12
4.8	Driving School Vehicles.....	12
5	INDIVIDUAL RESPONSIBILITY (08/19)	12
6	SPECIAL HAZARDS (10/18)	13
7	SOURCES OF INFORMATION (07/12)	14
8	STAFF CONSULTATION and SCHOOL H&S COMMITTEE (07/12)	14
	Appendix 1 First Aiders 2019-20	16

Brighton Girls GDST

STATEMENT OF HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES

1 HEAD'S RESPONSIBILITIES (08/20)

As Head I am responsible for the health, safety and welfare of the staff, pupils and visitors to the school and in respect of all activities carried on both on and off school premises where these are arranged under the auspices of the school. I am also responsible for ensuring that the requirements of the GDST's H&S Policy are implemented in the school.

My specific responsibilities are as follows. Some of these responsibilities I have delegated in writing and this document describes these and also describes the advisory arrangements within the school.

- a) To ensure that standards of health and safety are regularly reviewed and monitored to ensure that all areas, machinery and equipment, working practices and procedures are safe and in compliance with legal requirements and Trust guidance;
- b) To ensure that all staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices. Detailed guidance on training requirements is given in the H&S Training Matrix on the H&S pages of the Hub;
- c) To ensure that:
 - i. Area, Activity, Hazard Specific (e.g. Manual Handling) and Person Specific (e.g. employee pregnancy) Risk Assessments are completed and regularly reviewed, the controls are implemented, and significant information arising from the risk assessments is provided to those affected;
 - ii. Risk Assessments for members of staff with special needs or disabilities are completed and relevant information is cascaded to the necessary people and departments in order that appropriate action can be taken, e.g. Surveyor (if physical adaptations are required to the building), first aiders (in case emergency assistance is required), premises team (if ramps, etc are required), IT teams (if specialist IT equipment is required).
- d) To ensure all significant accidents, incidents (eg fires) and serious near misses are recorded on the Sphera / RIVO Safeguard website; are investigated and, where possible, actions are taken to prevent them reoccurring; and to ensure where necessary incidents are reported to the HSE

under the RIDDOR.

- e) To appoint an appropriately qualified School Nurse and first aiders and to provide appropriate first aid equipment and facilities, which are checked regularly.
- f) To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005. (See Fire Safety section on the H&S HUB).
- (h) To make sure that the conditions of any local authority licences are observed.
- (i) To ensure the safe storage, use and disposal of hazardous substances, in compliance with Trust procedures and statutory regulations.
- (j) To ensure that the risk of slip, trip and fall incidents is, as far as possible, eliminated by maintaining all internal and external flooring, walkways and pedestrian routes in good condition and free of obstructions and contamination that might cause a hazard.
- (k) To ensure, as far as possible, that preventative health measures are taken to address occupational illnesses, such as work-related stress, and to ensure that staff are aware of the [BUPA Employee Assistance Programme](#) and the Occupational Health Service provided by BUPA via the GDST HR Department.
- (l) To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.
- (m) To inform the school's H&S Co-ordinator and the relevant staff at Trust Office of any special or newly identified risks or new risks about to be introduced.

2 DELEGATED EXECUTIVE RESPONSIBILITY (03/17)

I am responsible directly for any area within the school (and any off-site school premises) and any activity for which I have not specifically delegated responsibility below. When I have delegated responsibility below those persons have authority to enforce the Trust's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify me and the school's Health & Safety Co-ordinator of any new or special risks arising in their areas and also of any precautions that have to be taken to minimise the risk and they must report to me any breach of safety regulations.

Where persons with delegated responsibility are absent for long periods, adequate substitution must be made in writing with copies to me and such employees and other persons as may be affected.

2.1 Heads of Department

Every Head of Department is responsible for ensuring, as far as is reasonably practicable, the safety of staff, pupils and other persons in their Department. In particular, the responsibilities listed in 1 above, sections a, b, c, d, h, i, j, k, and l are delegated to Heads of Department for their Departments. A list of Heads of Departments and the Departments for which they are responsible is set out below:

Admin/Support Staff	Director of Finance & Operations (DFO)	Leigh Ward
Art (Senior School)	Head of Art	Juliet Croydon
Art (Prep School)	Class teacher i/c Art	
Biology	Head of Biology	Guy Winter
Careers	Head of Careers	Lorrayne Lainchbury
Chemistry	Head of Chemistry	Phil Marsh
Classics	Head of Classics	Wendy Fox
Cleaning (non-Catering areas)	Domestic Services Manager	Rachel Burt
Cleaning (Catering areas)	Domestic Services Manager	Rachel Burt
Catering	Domestic Services Manager	Rachel Burt
Drama (Senior School)	Head of Drama	Louis Russell
Drama (Prep School)	Head of Prep School	Charlie Parker
Economics	Head of Economics	Lorrayne Lainchbury
English	Head of English	Annie Brown
French	Head of Modern Languages	Michele Cormack
Food Technology	Head of Food Technology	Steph Tyson
Geography	Head of Geography	Alexis Dowglass
German	Head of Modern Languages	Michele Cormack
History	Head of History	Grant Sherwood
ICT (Senior School)	Head of ICT	Luke Maddocks
ICT (Prep School)	ICT Teacher	Luke Maddocks
IT Technicians	Director of Finance & Operations	Leigh Ward
Prep School	Head of Prep School	Charlie Parker
Library (Senior School)	Director of Finance & Operations	Leigh Ward
Library (Prep School)	Head of Prep School	Charlie Parker

Music	Director of Music	Daniel Walton
Marketing	Director of Marketing	Jenny Spires
PE (Senior School)	Director of Sport	Nicci Plank
PE (Prep School)	Head of Prep PE	Nikki Mostran
Psychology	Head of Psychology	Olivia Pianet
Photography	Head of Photography	Tiffany Crisp
Physics	Head of Physics	Chris Brooks
RS & Philosophy	Head of RS & Philosophy	Alexis Dowglass
Science (Prep School)	Prep Science Teacher	
Science Technicians	Head of Science	Phil Marsh
Site Team	Domestic Services Manager	Rachel Burt
Spanish	Head of Modern Languages	Michele Cormack
Textiles	Head of Art	Juliet Croydon
Sixth Form	Head of Sixth Form	Olivia Pianet

3 ADVISORY RESPONSIBILITY FOR SAFETY (08/19)

The Trust has appointed a team of Health & Safety Advisers to advise Heads and school staff on health and safety matters. In addition, I have appointed the following people to advise me on matters of safety within the school. If their advice is not taken by any member of the school, they should inform me and if necessary, the Chief Executive Officer of the Trust. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform me subsequently.

3.1 Health & Safety Co-ordinator

Leigh Ward, Director of Finance & Operations (l.ward@brightongirls.gdst.net) is responsible for advising me on how health and safety is being managed in the school. In addition, he is responsible for:

- 1) Ensuring that:
 - Heads of Departments regularly review and monitor standards of safety in their departments and undertake appropriate remedial action if shortcomings are identified;
 - Heads of Departments implement the Trust's arrangements for Health and Safety (contained on the Hub H&S pages and other communications from Trust Office) including:
 - The completion and regular review of risk assessments for areas (e.g. classrooms), activities (e.g. educational visits or

- drama productions) and specific hazards (e.g. manual handling and employee pregnancy);
 - Taking appropriate action where significant risks are identified;
 - Identifying H&S training needs and arranging appropriate training for their staff. Detailed guidance on training requirements is given in the H&S Training Matrix on the H&S pages of the Hub;
 - Heads of Departments advise / inform the Head, through the H&S Coordinator, of:
 - The measures needed to carry out work safely if deficiencies are identified;
 - Any breaches of health and safety regulations;
 - If any new or special risks are about to be introduced into the school.
- 2) Coordinating the:
- a) Annual completion of the Departmental H&S Self Evaluation Forms by Heads of Department and Action Plans are produced and implemented to address significant risks.
 - b) Actions necessary to fulfill recommendations made in:
 - i. Fire Safety Risk Assessment Reports
 - ii. H&S Audit Reports, e.g. Clearwater, CLEAPSS
 - iii. ISI (Estyn in Wales) reports (H&S elements)
 - iv. H&S SEF Action Plans
- 3) In conjunction with the relevant Head of Department:
- a) Completing the annual review of the school's H&S Strategic Risk Register and Action Plan to address significant risks;
 - b) Investigating all serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken; and ensuring they are recorded on the RIVO Safeguard incident recording system;
 - c) Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
 - d) Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales, in accordance with RIDDOR.
- 4) Disseminating safety advice given by GDST H&S team, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;
- 5) Liaising with the Trust H&S Advisers and Surveyors on matters where advice or assistance is required, or information is requested by the Trust.
- 6) Chairing the school's H&S committee.

To assist in this work, the following specialist advisers have been appointed:

3.2 Fire Drill Officer

Rachel Burt, Domestic Services Manager (r.burt@brightongirls.gdst.net) is responsible for advising me on all matters relating to fire drills. She is also responsible for:

- 1) Coordinating termly fire evacuation drills from all school buildings (including remote sites such as sports pavilions) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
- 2) Upon the completion of a fire evacuation drill, advising the staff when they, the pupils and any visitors or contractors may re-enter the buildings;
- 3) Keeping records of all fire evacuations or drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;
- 4) Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
- 5) Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;

Fire Wardens / Marshalls (see 4 (i), below) have been appointed to assist the Fire Drill Officer and 'Key Duty Holders' (see 4(ii) below) have been appointed and given responsibility for specific aspects of fire safety.

3.3 Emergency Evacuation Co-ordinator

Leigh Ward, Director of Finance & Operations (l.ward@brightongirls.gdst.net) is responsible for advising me on all matters relating to emergency evacuation. He is also responsible for:

- 1) Carrying out a threat assessment for the school.
- 2) Devising a 'Threat Plan' which covers:
 - a) Plans for continued checking and vigilance for the school
 - b) An evacuation procedure
 - c) A violent intruder / lock down procedure
 - d) A procedure for search and re-entry
 - e) Details of the local Police Crime Prevention Officer (CPO) and records of advice given
 - f) Details of the Emergency Evacuation Co-ordinator and Deputy Emergency Evacuation Co-ordinator and of appropriate staff and pupil training
- 3) In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

3.4 School Nurse

Sharon Honeycombe (s.honeycombe@brightongirls.gdst.net) is responsible for advising me on matters relating to First Aid and the arrangements made by the school to meet the requirements set out in the 'First Aid', 'Accident Reporting' and 'Pupil Medical Procedures' sections on the HUBs H&S pages.

NB There is also a Consultant Nurse for the whole Trust: Victoria Wilson, the School Nurse at Newcastle High School for Girls, contactable via:

- v.wilson@ncl.gdst.net
- 0191 281 1768 Ext: 16013

It is the **School Nurse's** responsibility (or her deputy in cases of absence) (Leigh Ward) to report all notifiable accidents to the HSE.

3.5 Radiation Protection Supervisor

Chris Brooks, Head of Physics (c.brooks@brightongirls.gdst.net) is responsible for advising me on matters relating to radiation safety and liaising with the Radiation Protection Officer at Trust Office, and the GDST's Radiation Protection Adviser, who are responsible for advising on all aspects of radiation safety.

The **Trust Radiation Protection Officer** is Craig Nicholls (H&S Adviser). He can be contacted at:

- c.nicholls@wes.gdst.net
- 07850 270735

The Trust has appointed a **Radiation Protection Adviser**. They can be contacted via the Trust's Radiation Protection Officer or the CLEAPSS Helpline (01895 251496).

3.6 Educational Visits Co-ordinator

Leigh Ward, Director of Finance & Operations (l.ward@brightongirls.gdst.net) is responsible for advising me on matters relating to educational visits; ensuring that all educational visits and school trips are planned using the Evolve website; and ensuring that all staff organising school visits are competent, plan visits properly and conduct appropriate risk assessments in accordance with the advice in the 'Educational Visits' section of the H&S pages on the Hub.

The **Trust Educational Visits Adviser** is Peter Cornall (H&S Adviser). He can be contacted at:

- p.cornall@wes.gdst.net
- 07850 270734

3.7 Accessibility Coordinator

Leigh Ward, Director of Finance & Operations (l.ward@brightongirls.gdst.net) is responsible for advising me on matters relating to and ensuring that progress with the school's Accessibility Plan is monitored and reviewed in accordance with the guidance in the 'Accessibility Policy' on the Innovation & Learning pages of the Hub.

4 OTHER FUNCTIONS (08/19)

4.1 Fire Wardens/Marshals

The persons named below are the appointed **Fire Wardens / Marshals** with responsibility for their designated areas:

- Rachel Burt, Domestic Services Manager, ext 17194
- Nick Czapiewski, Site Technician, tel 07598 911704
- Ian Manning, Groundsman, tel 07770 666126
- Hugh Griffin, Prep School Site Technician, tel 07720 633442
- Iza Sillence, Lettings & Sports Centre Manager 07712 451507
- Science Technicians ext 17173/17195/17175

In the event of an evacuation they are responsible for:

- Helping everyone to leave the areas / buildings they are responsible for quickly and safely,
- Checking all rooms within their areas / buildings, including offices, staff rooms, cloakrooms and workrooms, to ensure everyone has left,
- Using firefighting equipment, if the fire is small, it is safe to do so, and they have been trained to use fire-fighting equipment,
- If it is safe to do so, shutting down any equipment that has been left on, and closing any doors that have been left open / not closed properly,
- Reporting the status of their area to the Emergency Evacuation Coordinator.

4.2 Key Duty Holders

The persons named below are '**Key Duty Holders**' with special responsibility for certain aspects of **Fire Safety**

Leigh Ward, Director of Finance & Operations

- Documenting and updating the school's 'Fire Safety Policy' and 'Emergency Action Plan';
- Updating the school's 'Fire Risk Assessment Action Plan' as tasks are completed;

- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff and pupils;
- Training staff, pupils and contractors working regularly on the Trust's premises, eg caterers and cleaners, in fire safety procedures;

Rachel Burt, Domestic Services Manager

- Providing essential fire safety information to visitors, contractors and people who hire the school facilities;
- Putting in place and regularly monitoring fire safety procedures to ensure they are in place and working. This will include checking:
 - Escape routes – kept clear, not obstructed, clear of combustible items (eg coats) and displays,
 - Fire doors – not damaged, fit/close correctly, not wedged/hooded open, will open easily
 - Alarm activated door closers – ensure they activate when alarm sounds
 - Fire fighting equipment, e.g. extinguishers and fire blankets – in place, not damaged, appropriate to the area, serviced in last 12 months
 - Fire alarm systems – daily check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a year and all call points in higher risk areas are tested once a term,
 - Emergency lighting - serviced and tested quarterly by engineer, not damaged / covered / obstructed, each light tested for functionality at least once a month
 - Fire signage – in place on all exit routes and by each extinguisher, not damaged / covered / obstructed

4.3 Display Screen Assessor

James Barron, ICT Ops Manager (j.barron@brightongirls.gdst.net) is responsible for undertaking for undertaking assessments on 'DSE users' workstations and ensuring that any necessary remedial actions are completed.

4.4 Administration of Medicine

Sharon Honeycombe, School Nurse is nominated to administer medicines:

4.5 First Aiders

See Appendix 1.

4.6 Accidents

All **accidents** should be reported immediately to:

Senior School: the School Nurse, or in her absence, a qualified First Aider.

Prep School: Lead First Aider who will inform the School Nurse, in her absence another qualified First Aider.

4.7 Dangerous Occurrences/Near Misses

All **dangerous occurrences** or **near misses** should be reported to Rachel Burt, Domestic Services Manager and copied to Leigh Ward, Director of Finance & Operations

Leigh Ward, Director of Finance & Operations is responsible for reporting serious accidents and dangerous occurrences to the Health and Safety Executive.

4.8 Driving School Vehicles

The following members of staff are authorised to drive the school minibuses or minibuses hired from authorised suppliers:

- Niki Mostran
- Brian Trew
- Frank Haigh
- Linda Cox
- Colin Phinbow
- Simon Faulkner
- Andy Charalambous
- Nicci Plank
- Ian Manning

The following members of staff are authorised to drive other school vehicles, e.g. vans, tractors:

- Ian Manning

5 INDIVIDUAL RESPONSIBILITY (08/19)

All members of the school staff and other persons entering the school's premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. All employees must comply with the health and safety procedures provided by the Trust and the school and must not interfere with anything provided in the interests of health and safety. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the departments and are aware of who to approach for advice.

EVERY EMPLOYEE MUST:

- i. Take reasonable care of their own and other people's health, safety and welfare.

- ii. Comply with the GDST's H&S rules and procedures and fully co-operate with regard to all health and safety matters.
- iii. Make sure that all work is carried out in a safe way and in accordance with any training or instructions they have received, the guidance on the Hub H&S pages and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
- iv. Protect themselves and others by wearing safety equipment issued to them, and by using any guards or safety devices provided.
- v. Not interfere or misuse anything provided for health and safety purposes.
- vi. Warn their line manager and the Health & Safety Co-ordinator if there are any special, new, or preventable risks in their working environment or working procedures that are putting anyone's health, safety and welfare at serious risk.
- vii. Offer any advice and suggestions that may improve health and safety.
- viii. Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section on the HUBs H&S pages.
- ix. Familiarise themselves with the guidance in the GDST H&S Handbook and the school's procedures for:
 - Action to take in the event of an emergency, e.g. fire, violent intruder;
 - Action to take if someone requires first aid assistance
 - Welfare of students with allergies, asthma and epilepsy.

If in doubt about any process, or the safety of equipment, consult your line manager, or the Health & Safety Coordinator, or if necessary, myself.

6 SPECIAL HAZARDS (10/18)

The following present special or unusual hazards in this school. Risk Assessments have been completed and are readily available in the relevant departments and from the Health & Safety Coordinator.

- Accident procedures for gymnastics and games lessons
- Radiation safety in the Physics Department
- Use of access towers and ladders
- Use of motorized equipment and grounds equipment
- Care of boiler, plant and electrical intake rooms
- Fire escape routes
- Fire doors
- Employment of contractors
- Asbestos
- Site safety
- Stage lighting
- Vehicles on site
- Visits / visitors
- Weather conditions
- Administration Department
- Art Department (including Preps)

- Catering Team
- Cleaning Team
- Drama Department
- English Department
- French Department
- Food Technology
- Geography Department
- German Department
- History Department
- Prep School
- Medical Department
- Music Department
- PE Department (including Preps)
- Performing arts facilities
- RS Department
- Retractable Seating (Senior Hall)
- Science Department (including Preps)
- Sixth Form
- Spanish Department
- Support Team
- Textiles Department
- Prep School garden/pond/adventure trail
- Lettings

This list is not exhaustive, and new RAs should be generated whenever a specific area is identified. The Catering Manager is responsible for safe systems of work in the kitchen and dining hall.

7 SOURCES OF INFORMATION (07/12)

Information on possible hazards and risks in this school and their control can be found on the the Hub H&S pages. Technical advice may also be sought from the GDST Health & Safety team at Trust Office.

8 STAFF CONSULTATION and SCHOOL H&S COMMITTEE (07/12)

In accordance with the guidance in the 'H&S Committees' section on the Hub H&S pages, the school's H&S Committee meets once a term and follows a standard agenda. The committee members are:

School Safety Co-ordinator (Chair)	Leigh Ward
Head	Rosie McColl
Fire Drill Officer (senior)	Rachel Burt
Deputy Fire Drill Officer (Prep)	Charlie Parker

Admin Officer & Head's PA (Prep)	Beth Maynard
Domestic Services Manager	Rachel Burt
Head of Art	Juliet Croydon
Head of Drama	Louis Russell
Director of Sport	Nicci Plank
Head of Food Technology	Steph Tyson
Head of Science	Phil Marsh
Radiation Protection Supervisor	Chris Brooks
School Nurse	Sharon Honeycombe
Trust Estates Manager	Julia Touloumbadjian
Trust H&S Adviser	Craig Nicholls

Prior to each School H&S Committee meeting Heads of Department or other nominated members of staff will consult with staff, raise any relevant issues at the meeting and report back to the staff.

Heads of Department or other nominated members of staff may also consult with staff at other times, e.g. on changes in policy and procedure, raise any relevant issues with the relevant member of the H&S Committee and report back to staff.

SIGNED BY HEAD OF SCHOOL R McColl

DATE 01-09-2020

Appendix 1 First Aiders 2020-21

Senior School

First Aid provision at Brighton Girls

Senior School

Name of First Aider	Senior School	Department	Type of training received	Expiry date of certificate	Comments - availability
Sharon Honeycombe	Ext. 17157	School Nurse	First Aid @ work	Expires 14 th May 2022	Term time only
Bailey Freeland-Jones	Ext 17215	PE staff	Sports First Aid	Expires Jan 2022	Term Time only
Louis Russell		Drama dept	1 day course	Expires March 2022	Term Time only
Nicola Plank	Senior School Ext. 17215	PE dept.	First Aid @ work	Expires June 2021	Term Time only
Belinda Woolley		PE dept	Pitch Side First Aid	Expires Sept 2023	Term Time only
Emilie Borda	Ext: 17186	Language Dept	1 Day Course	Expires Sept 2022	Term Time only.
Kate Szkolar	Ext 17215	PE staff	Sports First Aid	Expires Jan 2022	Term Time only
Michelle Cormack	Ext. 17186	Language Dept.	1 day course	Expires Feb 2021	Term Time Only
Kate Ellis	Ext:17150	Reception	First Aid @ Work	Expires: Dec 2022	Term Time only
Paula Martin	Ext. 17213	Maths Dept.	1 day course	Expires May 2020	Term Time only
Rachel Burt	Ext. 17194	DSM	First Aid @ Work	Expires Aug 2020	Full Time

Leigh Ward	Ext: 17226	DFO	First Aid @ work	Expires Aug 2020	Full Time
Matt Gregory	Ext17173	Science Dept	1 day course	Expires June 2021	Term Time only
Tom Stroker	07845 806932	Cleaning Supervisor	1 day course	Expires Jan 2022	Term Time & Holidays
Iza Sillence	Ext. .17202	Lettings	First Aid @ work	Expires Jan 2023	Term Time & Holidays
Anne Parsons	Ext 17173	Science Dept	1 day course	Expires Jan 2022	Term Time
Daniel Walton	Ext:17176	Music Dept	1 day course	Expires Jan 2022	Term Time
Ian Manning	07770 666126	Site team	1 day course	Expires Feb 2022	Term Time & Holidays
Frank Haigh	07334 767720	Mini Bus Driver	1 day course	Expires Jan 2021	Term Time only
Brian Trew		Mini Bus Driver	1 day course	Expires Jan 2021	Term Time only
Guy Winter	Ext:17195	Science Dept	1 day course	Expires Jan 2022	Term Time only
Jane Tomsett	Ext 17202	Sports Hall Lets	1 day course	Expires 5 th Jan 2021	All Year
Linda Cox		Mini Bus driver	1 day course	Expires Feb 2022	Term Time
Nicki Day-Garman	Ext. 17210	HE dept.	1 day course	Expires Jan 2021	Term Time
Maria Goncalves	Ext: 17194	Catering	1 day course	Expires Feb 2022	Term Time
Amanda Kelly	Ext: 17194	Catering	1 day Course	Expires Feb 2022	Term Time
Bob Gunston		Mini Bus driver	1 day course	Expires Feb 2022	Term Time

Location of First Aid Boxes at Brighton Girls Senior School

Building	Room	Number	Building	Room	Number
----------	------	--------	----------	------	--------

Admin Block Admin Block	Kitchen Main office	1 Green box 1 white metal box (wall mounted)	Temple Temple	Library 1 Language landing(in white cupboard)	1 Green Box(no.1) 1 Green Box (no 3)
Labs	1,2,3,4,5,6,&7	1 Green box in each	Temple	English Landing	1 Green Box(no 2)
6 TH form building	hub	1 green box	N Block	On top of phone locker	1 green box (no 4)
Sports Hall	office	Red Sports bags	6 th Form Centre	601	1 Green Box (no 6)
	Outside upper hall	1 white metal (wall mounted)	Temple Gardens	Geog dept	Green Box (no8)
Temple Gardens	Site Team Office	1 Green box			
Temple Gardens	Nurses room	Medical Room			
Temple Gardens Temple Gardens Temple Gardens	Art Rooms Home Economics Maths staff room	1 Green box (no7) 1 Green box 1 Green box (no9&10)			

Prep School

Name	Course Attended	Date	Valid to
Teaching staff			
Adam Baynes	Emergency First Aid	04-Jan-2019	04-Jan-2022
Alysia Woodcock	Emergency First Aid	28-Jan-2019	28-Jan -2022
Jenny Blacker	Emergency First Aid	04-Jan-2019	04-Jan-2022
Alison Cardownie Clare	Emergency First Aid	04-Jan-2019	04-Jan-2022
Heather Dev	Emergency First Aid	08-Jun-17	19-Jun-20
Alison Hadfield	Emergency First Aid	04-Jan-2019	04-Jan-2022
Poppy Pointon	Emergency First Aid		

Lizzie Lyons	Emergency First Aid	04-Jan-2019	04-Jan-2022
Niki Mostran	BRC - Emergency First Aid	06-Jan-2018	05-Jan-2021
Belinda Woolley	Pitch Side First Aid	18-09-2020	18-09-2023
Miriam Roberts	Emergency First Aid at Work	04-Jan-19	04-Jan-22
Kay Rose	Emergency First Aid	04-Jan-19	04-Jan-22
Tim Stacey	Emergency First Aid	04-Jan-19	04-Jan-22
Clare Alrousan	First Aid @ work	November 2019	November 2022
Teaching Assistants			
Natasha Bryan	St J - Paediatric First Aid	Jan 2019	15- Jan 2022
Helen Hausdoerfer	BRC - Emergency First Aid	May 2018	May 2021
Sara Page	St J A - Paediatric First Aid	27-04-2018	26-04-2021
Rachael Simpson	St J Paediatric First Aid	10-10-2019	09-10-2022

Administrative Staff			
Karrie Duddy	BRC – Emergency First Aid	05/04/2019	05/04/2022
Kitchen staff			
Claire Hemsley	St J Ambulance 1 day course	17-feb-2016	16-feb-2021
Caretaker			
Hugh Griffin	Emergency First Aid		Jan 2021

Every class teacher who is First Aid trained has a First Aid kit in their classroom. Medical room has a locked cupboard containing First Aid Supplies.