



Health and Safety Policy

Contents

Section A: General Statement of Policy	3
Section B: Responsibilities	4
1. Governors	4
2. Headmaster	4
3. Health and Safety Controller	4
4. Safety Advisor	5
5. Heads of Department	5
6. Laboratory Technicians	6
7. Operational Managers.....	6
8. Staff	7
9. School Health and Safety Committee	7
10. Failure to Comply	8
11. Training.....	8
Section C: General Arrangements.....	8
1. First Aid (supported by a separate First Aid Policy)	8
2. Fire Safety	10
3. Manual Handling	11
4. Slips and Trips.....	12
Section D: Hazards	12
1. Control of Substances Hazardous to Health Regulations 1988, (COSHH)	12
2. Machinery.....	13
Section E: Workplace Safety for Staff, Pupils and Visitors.....	14
1. Workplace Safety	14
2. Office Safety	15
Section F: Risk Assessment	15
1. Introduction.....	15
2. Definitions	16
3. Creating a Risk Assessment	16
4. The Process of Creating a Risk Assessment.....	16
5. Reduction of Risk.....	17

Date of Review	May 2021	Date ratified by Governors	June 2021
Date of next review	May 2023	Reason for review	Annual review

6. Reporting a Hazard17

Section G: Related Policies.....18

Annex 1 – Location of First Aid Boxes, Eye Wash & Defibrillators.....19

Annex 2 – First Aiders (as at 14.4.21)20

Section A: General Statement of Policy

As Governors of Hampton School (the School), we recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

Mrs Mel Ellis and Mr Leslie Welch (School Governors) have been nominated by the Governing Body to liaise with the School over all matters pertaining to Health and Safety.

Day-to-day responsibility for the operation of Health and Safety at the School is vested with The Headmaster. However, as Governors, we have specified that the School should adopt the following framework for managing Health and Safety:

- The Governors overseeing Health and Safety attend the termly meetings of the School's Health and Safety Committee and receive copies of all relevant paperwork.
- The Health and Safety Committee's minutes are tabled at each meeting of the full Governing Board together with any other issues on Health and Safety that the Committee Chair wishes to bring to the Board's attention.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- The surveys and recommendations form the basis of the School's routine maintenance programmes.
- An external Health and Safety consultant reviews the School's arrangements for the following:
 - fire risk assessments
 - legionella risk assessments
 - water risk assessments
 - electrical and gas testing

The action reports are submitted to the Health and Safety Committee for review and monitoring of the progress of implementation.

- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with The Headmaster, the Bursar and other members of the Senior Management Team ("SLT") in order to enable the Governors to comply with Health and Safety duties.
- Finally, all members of staff are responsible for reporting any significant risks or issues to the Facilities Manager or Bursar.

All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in the following sections of the document.

Signed



John Roberts

John Roberts Chair of Governors, for and on behalf of the Board of Governors

Date: 23 June 2021

Section B: Responsibilities

1. Governors

The Governors accept responsibility for Health and Safety within the School. They will monitor the effectiveness of the implementation of this policy and will revise it when necessary. The Governors will ensure, via The Headmaster, that any changes in this policy will be drawn to the attention of all employees.

2. Headmaster

The Headmaster will be responsible to the Governors for the safe functioning of all School activities. He will:

- 2.1 Monitor the effectiveness of this policy with regard to both academic and non-academic work and will report to the Governors as appropriate.
- 2.2 Consult with the Bursar as nominated Health and Safety Controller, and the Facilities Manager, the nominated Safety Advisor.
- 2.3 Recommend changes in the Health and Safety Policy in the light of experience.
- 2.4 Ensure the co-operation of all staff at all levels as regards working to this policy.
- 2.5 Be responsible for ensuring that all Heads of Department fully understand their responsibilities and are given both the time and the encouragement to pursue them.
- 2.6 Take steps to ensure that any changes in curriculum, and any changes in systems of work, are considered for their Health and Safety implications.
- 2.7 Take steps to ensure that staff under his control are adequately trained to carry out their Health and Safety responsibilities.

3. Health and Safety Controller

The Headmaster nominates the Bursar as the Health and Safety Controller for the School, and authorises him to deal with matters raised by the Health and Safety Executive, the Fire Brigade and any other relevant authority concerning Health, Safety and Welfare matters at the School. The Health and Safety Controller is responsible for:

- 3.1 Co-ordinating training and advising safety representatives.
- 3.2 Carrying out safety inspections and periodic audits.
- 3.3 Investigating matters concerning safety raised by any member of staff or pupil and, where necessary, take relevant action.
- 3.4 Where matters cannot be resolved, consulting with The Headmaster and Governors for advice and guidance.
- 3.5 Monitoring, with the Facilities Manager, the maintenance of plant and premises equipment.
- 3.6 Updating the Health and Safety policy as required.
- 3.7 Liaison with statutory bodies on Health and Safety matters.
- 3.8 Providing adequate funds, materials, equipment and human resources to meet the School's health and safety requirements.
- 3.9 Ensuring adequate insurance cover is held and maintained.

- 3.10 Displaying a copy of the Employer's liability Insurance Certificate on the Bursary noticeboard and other places of work.

4. Safety Advisor

The Headmaster has nominated the Facilities Manager as the Safety Advisor. On a day-to-day basis, The Headmaster's responsibility with regard to the domestic and administrative sides of the School will be delegated to the Safety Advisor who will:

- 4.1 Monitor the effectiveness of this policy and report back to The Headmaster as appropriate.
- 4.2 Have responsibility for obtaining, interpreting and disseminating all relevant Health and Safety information to the School via the normal line management structure.
- 4.3 Be the liaison point with Health and Safety Consultants when necessary.
- 4.4 Oversee the Health and Safety for all staff.
- 4.5 Where individual employees in the various functions are given posts of intermediate responsibility, ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given.
- 4.6 Establish a system for the reporting back of all accidents, incidents, near misses and damage to personnel and School property, and investigate accordingly. The results of these investigations, as well as being dealt with by the School's Incident Review panel, should then be discussed by the School's Health and Safety Committee.
- 4.7 Be responsible for liaising with outside bodies that may, from time to time, use the facilities of the School, and ensure that appropriate action is taken both to ensure that these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified.
- 4.8 Be responsible for the selection of outside maintenance contractors, reviews and monitoring of all activities on the School premises.
- 4.9 Be responsible for ensuring that all statutory inspections are undertaken on the due date with the necessary records maintained.
- 4.10 Provide inductions to staff during the early stages of staff appointments and in conjunction with Fire Safety Training.

5. Heads of Department

The Heads of Department (HoDs) will be responsible to The Headmaster for the following:

- 5.1 Ensuring that their department is run according to the standards laid out in this policy, minimum legal standards and other appropriate standards that may be set by the School. The HoDs will co-operate with the Safety Advisor to ensure suitable and sufficient communication occurs to enable relevant Health and Safety legislation to be both implemented and monitored.
- 5.2 Ensuring that the teachers, technicians and assistants working under them understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility.
- 5.3 Ensuring that the teachers are aware of the degree of priority that these matters carry and that where appropriate, they should be provided with both the time and encouragement to pursue such matters.

- 5.4 Notifying The Headmaster of any matters within this field that they feel are beyond their competence to deal with.
- 5.5 Reporting to the Safety Advisor, via the Evolve Accident Book electronic reporting system, any accidents, incidents, near misses or damage for appropriate investigation
- 5.6 Ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and on external trips as detailed later in this policy.
- 5.7 In respect of COSHH Regulations, HoDs will notify the Safety Advisor directly regarding any new hazardous substances that are required to be purchased by their department.
- 5.8 Ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies.

6. Laboratory Technicians

Laboratory Technicians are responsible to the Head of Departments as appropriate for the following:

- 6.1 Where possible, isolating gas supplies to laboratories at the end of each teaching day.
- 6.2 The constant security of all toxic, corrosive and highly flammable substances which may be used in their department; to this end, ensuring that all stores are kept securely locked when not actually being supervised.
- 6.3 On hearing the fire alarm, they should, where practicable, ensure that all equipment and services that they are using are rendered safe.
- 6.4 Ensuring that fire extinguishers are available and functional within, or close to, the prep rooms. If a fire extinguisher does not have the safety check tie present, it must be reported to the Safety Advisor.
- 6.5 Inspection, testing and recording of all portable electrical appliances (applicable to those members of staff who are qualified or competent).
- 6.6 Undertake regular visual inspections on equipment to identify "first stage problems".

7. Operational Managers

This section refers to the managers who are responsible for maintenance, grounds staff, keepers, cleaners and caterers:

- 7.1 These managers are responsible to the Safety Advisor for the safe running of their activities. They are responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this policy.
- 7.2 They are responsible for ensuring that staff have appropriate training according to the needs of their work.
- 7.3 They will undertake the necessary training pursuant upon completion of work under the COSHH regulations.
- 7.4 They are responsible for ensuring that all agreed systems of work are followed.

- 7.5 Where they come across matters that they feel are not within their competence, they should refer to the Safety Advisor.
- 7.6 They are responsible for investigating any accident or incident, and for reporting their findings and recommendations on the School incident form.

8. Staff

Employees have their own specific responsibilities. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well. Employees must:

- 8.1 Take reasonable care of their own and others' health and safety.
- 8.2 Co-operate with their employers.
- 8.3 Carry out activities in accordance with training and instructions.
- 8.4 Ensure safe procedures are followed and that PPE is worn.
- 8.5 Inform the employer of any serious risks.
- 8.6 Check their classrooms are safe and equipment is in a safe condition.
- 8.7 Be aware of and abide by the terms of the School's Health and Safety Policy.

9. School Health and Safety Committee

9.1 Responsibilities:

The School's Health and Safety Committee is responsible to The Headmaster for the implementation of the School's Health and Safety Policy to its maximum effect.

The School's Educational Visits Co-ordinator (EVC) is responsible for all Health and Safety aspects of all School trips.

9.2 Membership:

The School's Health and Safety Committee shall comprise the following members:

- Chair: Director of Studies
- Secretary: Jennifer Simmons, Bursary Assistant
- Nominated Governors (currently Mrs Mel Ellis & Mr Leslie Welch)
- The Headmaster
- The Bursar (nominated Health and Safety Controller)
- Facilities Manager (nominated Safety Advisor)
- Deputy Head Pastoral
- Deputy Bursar
- Director of Sport
- Head of Design & Engineering
- Head of Chemistry
- Head of Art
- Senior Physics Technician
- School EVC
- School Nurse
- Head Groundsman
- Hammond Technical Manager

- 9.3 A Health and Safety Committee meeting will be held termly, or more frequently if circumstances require, with the minutes circulated to the Committee and recorded on Firefly - [click here](#)
- 9.4 Audits: the Committee will audit a department, or area of the School, at least once a term and will report the findings to the Health and Safety Committee where they will be reviewed. The Safety Advisor is responsible for ensuring any issues are resolved as soon as is reasonably practical.

10. Failure to Comply

Failure on the part of any School employee to comply with these and any other School rules regarding health, safety and welfare at work is regarded by the Governors as a serious matter and may result in disciplinary action being taken.

11. Training

Health and Safety training ensures that all employees (including temporary workers) are adequately trained to carry out their role in a safe and healthy matter.

As part of their induction training, all new employees are given safety induction training by the Bursar or Facilities Manager to include:

- Fire precautions and safety procedures.
- First aid and accident reporting arrangements.
- General information on health and safety.
- Known hazards in the workplace and the control measures in place.
- The School's policy and procedures.
- Specific topics relating to that person's role and their place of work, including departmental policies and risk assessments.

Specialist job related training will be conducted/organised as follows:

- | | | |
|------------------------|---|---|
| • Catering | - | Catering Manager |
| • Cleaning | - | Cleaning Supervisor |
| • Design & Engineering | - | Head of Design & Engineering |
| • First Aid | - | School Nurse |
| • Minibus | - | Educational Visits Co-ordinator |
| • Science related | - | Head of Biology/Head of Chemistry/Head of Physics |

Any individual requirements for subject/activity specifics will be organised by the Head of Department/Line Manager/Activity-Co-ordinator.

Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

The Bursar/Head of Department/HR/training organiser will keep records of training as appropriate.

Section C: General Arrangements

1. First Aid (supported by a separate First Aid Policy)

The First Aid arrangements adhere to the Department for Education and Skills Good Practice Guide "Supporting Pupils with Medical Needs" 1996. First Aid Equipment is situated at specific locations, as per the current schedule held by the School Nurse (see Annex 1). The contents of the first aid boxes comply with current regulations and are checked regularly. These checks are recorded and contents replenished as required by the School Nurse.

1.1 First Aid Treatment

Pupils in need of first aid should be treated initially by the member of staff responsible for them, if appropriate, using the First Aid equipment at the nearest First Aid point. The School Nurse should be informed immediately of any accident and she will attend or advise as appropriate. If an incident occurs on the School site, the School Nurse can be contacted via radio or via Reception. If advice is required for an incident that has occurred off site, the School Nurse can be contacted by calling the main telephone number – 020 8979 5526 – or via the Bursary – 020 8979 0476.

1.2 Hospitalisation

Depending on the severity of the injury, the pupil may require hospital treatment. If the treatment is not urgent, the parents should be contacted and requested to collect their pupil and take him to hospital. In urgent cases, an ambulance should be called by dialling 999 from any telephone in the School.

1.3 Travelling to hospital

In certain circumstances where the injury is minor, staff can take a pupil to hospital in a School vehicle or staff car but a second adult (member of staff or a parent)/guardian) should, where possible, accompany them. Insurance for these journeys is covered by the School's insurance policy.

1.4 Incident Reporting

The School uses the Edfocus Evolve Accident Book electronic reporting system to record incidents and accidents. Instructions for using the system are available to all staff on Firefly – [click here](#). The member of staff in charge of the pupil when an incident occurs is responsible for initiating and completing a report within 24 hours, if the incident has occurred during the School's operating hours, or as soon as possible otherwise.

All incidents and accidents are recorded electronically on the Evolve Accident Book system. Appropriate staff will receive an email notification when an incident is recorded and those staff are able to view the incident and add any relevant notes. A log of incidents to date is produced to coincide with the fortnightly Incident Report meetings and this is then reviewed and discussed. A termly log is circulated to members of the Health and Safety Committee and is 'signed off' by The Headmaster and a School Governor (with nominated responsibility for Health and Safety) only once all incidents have been closed.

1.5 RIDDOR

The Health & Safety Controller is responsible for reporting all incidents and accidents as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

1.6 Investigation

Where necessary, the Safety Advisor will undertake an investigation to determine the reason for the accident or incident and then recommend any operational or physical improvements. All parties involved in the incident will be interviewed.

1.7 Cover for School Nurse

On the occasions when the School Nurse is unavailable during term time periods, cover is provided from a group of staff fully trained in First Aid. These staff work to agreed School Nurse Cover guidelines. A current list of First Aiders can be found at Annex 2.

1.9 Epi-pens

Staff receive training in the use of epi-pens annually.

2. Fire Safety (supported by the separate Fire Risk Assessments, Fire Management Policy and the Staff Handbook)

2.1 Responsible Person

The Health & Safety Controller (The Bursar) is nominated as the person responsible for fire safety.

2.2 Competent Person

The Safety Advisor (Facilities Manager) is nominated as the competent person with respect to fire safety.

2.3 Escape Routes

It is the responsibility of all staff to ensure that recognised escape routes are continually kept free from obstructions, thus maintaining freedom of egress. It is the duty of all staff, on discovering any obstruction of an emergency exit, to attempt to remove those obstructions. Should this not be possible, then the matter must be reported without delay to the Bursary.

2.4 Tampering with Fire Equipment

On no account is fire equipment to be moved from designated locations or tampered with. Fire-fighting equipment should not be removed from its storage position except for fire-fighting purposes.

2.5 Fire Prevention Measures

The designated competent person is to ensure that all fire prevention measures and maintenance of all fire-fighting equipment meet the appropriate requirements.

2.6 Fire Doors

With the exception of automatic electronically controlled fire doors, all fire doors should remain shut at all times (or locked if stated on the door), and should under no circumstances be propped open.

2.7 Procedure on hearing the Fire alarm

The procedure to be followed is detailed in the Staff Handbook and the Fire Management Policy. The Fire Response Team, as designated in the Fire Management Policy, should meet at the alarm panel and take appropriate action as detailed in that policy.

2.8 Fire Drill

Practice fire drills are carried out at least termly and more frequently if required.

The Assembly Area Co-ordinators are responsible for mustering and accounting for all staff, pupils and other personnel on site and once all personnel have been mustered, a report must be made to the Response Team.

The Assembly Area Co-ordinators are detailed as follows:

- Allocated SLT
- Allocated Senior Tutors

- Allocated Heads of Year
- Catering Manager
- Other staff as allocated on the Fire Evacuation Muster Points Plan
- Bursar's PA (or a member of the Bursary in their absence)

The fire drill is co-ordinated by the Responsible Person (the Bursar).

A report is submitted to the Responsible Person after each fire drill, whether or not it is a practice drill. Staff can refer to the Fire Management Policy (B06) and the Emergency Evacuation Procedures Policy (B12) which can be found in section B of the School Policies area on Firefly - [School Policies](#)

2.9 Staff Induction

The Health & Safety Controller will undertake staff induction, which will outline the fire safety arrangements at the School.

2.10 Fire Marshals

Fire Marshals and their duties are outlined in the School's Fire Management Policy.

3. Manual Handling

Manual Handling is relevant to all those who undertake manual handling activities whilst on site or in connection with an activity related to the School.

The School seeks to minimise so far as is reasonably practicable, the need for manual handling and ensures that only those who have received training in manual handling undertake such activities. This training ensures that any manual handling is conducted with minimum risk of injury as far as is reasonably practicable.

Heads of Department (including Support departments) are responsible for the management of manual handling activities within the area of their control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force". In a school environment, this may include:

- Moving furniture around classrooms.
- Moving equipment stored at height.
- Moving items when taking delivery of goods.
- Pushing and pulling trolleys and PE equipment.
- Setting up temporary stages.
- Moving gas cylinders, chemicals etc.
- General movement of workplace equipment.

Heads of Department will:

- Consider whether the object needs to be moved at all.
- Where it does need to be moved, can this be by automation, e.g. using a lift truck?
- Where manual handling is necessary, ensure that a risk assessment is undertaken and required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training.

When assessing the risk, the following should be taken into consideration:

- The task.
- The individual.

- The load.
- The environment.

All staff are provided with manual handling training as part of their induction. A training DVD is available to any other individual or worker who is required to perform manual handling activities in connection with the School.

4. Slips and Trips

Slips and trips are the single most common cause of injuries in the workplace. Slips and trips also account for over half of all reported injuries to the public. Around 95% of reportable major slips result in broken bones. It is therefore important that the School puts in place management systems to eliminate or minimise risks from slips and trips. This risk must also be considered during planning, construction and refurbishment, or any changes of use within buildings.

The reduction of injuries from slips and trips can only be achieved when staff and students are committed to taking personal responsibility.

The School will:

- Provide a safe working environment for staff, pupils and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- Adequately control or reduce the risk of slips and trips by a combination of a safe environment and safe behaviour.
- Ensure that appropriate risk assessments and risk reduction methods are in place. Encourage all staff and pupils to take personal action to reduce the risk of slips and trips as far as is practicably possible.
- Ensure that there is an effective response to changing conditions such as weather and the environment, e.g. during construction works or refurbishment.
- Ensure that School premises are designed and maintained to minimise the risk of slips and trips.
- Ensure that appropriate signage is in place when dealing with spillages.

Staff can refer to the Slips and Trips Risk Assessment on Firefly - [click here](#)

Section D: Hazards

1. Control of Substances Hazardous to Health Regulations 1988, (COSHH)

1.1 Hazards associated with running a school.

The use of hazardous substances within the School is kept to an absolute minimum. The areas where hazardous substances are used and stored are:

- Art Department
- Cleaning stores
- Domestic cleaning.
- Kitchens/Dining Halls.
- Maintenance Department.
- Offices.
- Science laboratories.
- Stores in the sports grounds and gardens.
- Technology centre.

1.2 Chemicals

Data sheets for chemicals used within the School are kept and maintained by the appropriate Health and Safety representative of the relevant department. Instructions for the storage and safe handling

of such chemicals are issued by the appropriate representative, who is also responsible for ensuring compliance.

- 1.3 Risk Assessments are carried out for chemicals' usage by the appropriate Head of Department.

2. Machinery

- 2.1 Location of machinery

Machinery which poses a potential risk to health is located in the following areas:

- Art Department
- Design & Engineering Department
- Grounds Department.
- Hammond Theatre.
- Kitchens/Dining Halls.
- Maintenance Department.
- Science laboratories

- 2.2 Responsibilities

It is the responsibility of the appropriate Head of Department to ensure that all machinery used by the department is maintained in a safe working condition, only used for the purpose for which it was designed, and then only by a competent person who has received adequate training in its use. Where appropriate, the Safety Advisor will arrange regular maintenance or repair by a qualified agent.

- 2.3 Rules for the use of machinery

The following general rules are to be adhered to by all pupils and staff who are trained and authorised to use machinery:

2.3.1 Guards and Fences: under no circumstances must guarded or fenced machinery be operated with those guards or fences removed.

2.3.2 Unauthorised use: machinery is not to be operated, cleaned or serviced by pupils unless supervised by a trained member of staff.

2.3.3 Protective clothing: all personnel operating machinery must wear appropriate protective clothing.

2.3.4 Faults: suspected faulty machinery must be reported immediately and such machinery effectively isolated and marked "Not to be Used" until such time as the machinery has been inspected by a competent person and deemed safe, after which the sign should be removed. Any fault discovered should be repaired by a suitably competent person.

2.3.5 Cleaning and routine maintenance: no attempt must be made to clean or carry out maintenance on machinery which is in motion. The machinery must be switched off and unplugged or otherwise isolated before cleaning begins. Cleaning and maintenance must only be carried out by a trained person.

2.3.6 Emergency Stops: prior to using a machine, operatives must satisfy themselves that they know the location of the emergency Stop for that machine, and that it is operable.

2.3.7 Good housekeeping: areas around machinery must be kept clean and free from obstructions and build-up of waste material.

2.3.8 Use of machinery by pupils: particular attention should be taken to ensure that all pupils are correctly trained in the use of equipment and that they comply with the training they receive. A pupil is not permitted to train another pupil to operate a machine.

2.3.9 Risk Assessments: Each department is responsible for ensuring appropriate risk assessments are carried out and reviewed in line with the Risk Assessment Policy - [School Policies](#)

Section E: Workplace Safety for Staff, Pupils and Visitors

1. Workplace Safety

- 1.1 The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and pupils to respect the environment and treat it accordingly.
- 1.2 The School ensures that statutory requirements are met regarding the provision of a satisfactory working environment and also ensures, as far as is reasonably practicable, the continued well-being of employees and pupils. Each area of the School premises classified as a workplace will:
 - Have adequate ventilation.
 - Provide a suitable working temperature.
 - Be adequately illuminated.
 - Be kept in a clean condition.
 - Have adequate access and workspace for the activity.
 - Have suitable furniture and work station.
 - Be regularly inspected and assessed.
 - Safe access and egress will be maintained in each workplace, including for the disabled.
 - Provisions will be made to prevent slips, trips and falls.
 - Provision will be made to prevent falling objects.
 - Any storage racking will be inspected regularly and be fit for purpose.
 - Accidental falls from heights will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.
- 1.3 Signs will be displayed where appropriate to warn of risk, these being:
 - Prohibition signs, e.g. No access.
 - Warning signs, e.g. Danger electricity.
 - Mandatory signs, e.g. Eye protection must be worn.
 - Emergency exits or First Aid.
- 1.4 The noticeboard in the Bursary will also display:
 - Health & Safety policy statement.
 - HSE Health & Safety law poster.
 - Emergency procedures.
 - Details of First Aiders and Fire Marshals.
- 1.5 Public Safety

It is the aim of the School to ensure, so far as is reasonably practicable, the health and safety of members of the public who may be affected by its work activities. Where any risk assessments identify risks to the public, appropriate control measures are implemented.

2. Office Safety

- 2.1 The Offices, Shops and Railway Premises Act 1963 lays down the regulations for the health, safety and welfare of those workers employed in offices. It is the responsibility of the Safety Advisor to ensure that the requirements of these regulations are met.
- 2.2 The following should be the subject of regular checks, to be carried out by the appropriate Health & Safety representative, for serviceability, cleanliness and general good housekeeping:
- Chairs.
 - Doors.
 - Electrical leads.
 - Filing cabinets.
 - Floor surfaces.
 - Lighting.
 - Shelves and storage cabinets.
 - Stairways and walkways.
 - Wall sockets.
 - Workstations.
- 2.3 Eye Checks
- Regular users of display screen equipment (DSE) for long periods are entitled to an annual eye check paid for by the School. If appropriate, the School will also pay an allowance for spectacles required for the use of DSE. Regular users are listed on the schedule held in the Bursary.
- 2.4 Workstations
- Annual self- assessments will be carried out by those listed as approved regular users and on designated multiple workstations. Where required, training will be provided and resources made available for identified workstation improvements.
- 2.5 Home Workers
- Those staff who use a laptop or workstation at home for School purposes are issued with guidelines by the Safety Advisor for the correct use of the equipment.

Section F: Risk Assessment

1. Introduction

The School's Health and Safety Policy is supported by the School's Risk Assessment Policy. The Management of Health and Safety at Work Regulations 1992 (MHSW Regs.) require every employer to make a suitable and sufficient assessment of:

- 1.1 The risks to health and safety to which employees are exposed whilst they are at work.
- 1.2 The risks to the health and safety of persons not in employment (i.e. pupils and visitors) arising out of, or in connection with, the running of the School. This is to be done for the purpose of identifying the measures needed to be taken in order to comply with the requirements and prohibitions imposed under the relevant statutory provisions.

2. Definitions

2.1 Risk

The definition in the Approved Code of Practice (ACOP) which accompanies the MHSW Regs. states that "risk expresses the likelihood that the harm from a particular hazard is realised". The term 'risk' can therefore be taken to be a function of the probability of harm actually occurring and the severity of its consequences.

2.2 Hazard

The ACOP defines the term 'hazard' as "something with the potential to cause harm". This can include substances or machines, the working environment, methods of work and may other aspects of work organisation.

2.3 Risk Assessment

A risk assessment may be defined as an identification of the hazards present in an undertaking and an estimate of the extent of the risks involved, whilst considering whatever precautions are already being taken. The ACOP states that employers are required to "undertake a systematic general examination of their work activity and record the significant finding of that risk assessment."

3. Creating a Risk Assessment

The creation of a risk assessment in practice simply puts into a more formal procedure the exercise of asking and answering two questions:

(a) What could go wrong?

What harm could be done to whom, by what, and in what circumstances; and what are the chances of it happening?

(b) What is needed to prevent it from going wrong?

What precautions have been taken, and what further precautions can be taken, to prevent it happening? Account needs to be taken at this stage of the severity of harm and the likelihood of it being caused.

3.1 When are assessments undertaken?

Risk Assessments are required for all School trips. In addition, a range of internal procedures are assessed, e.g. support, maintenance and construction work, pregnant workers, site security etc.

4. The Process of Creating a Risk Assessment

It is normally a five-stage process:

- i. Identification of all the hazards.
- ii. Evaluation of the risks.
- iii. Measures to control the risks.
- iv. Who is responsible for the action?
- v. A review of the assessment.

4.1 Identification of all the hazards

The following list shows the activities undertaken at the School which may result in hazards. The list is not exhaustive but illustrates the extent of hazards which may need to be considered:

Fall of person from height	Hand tools
Fall of object/material from height	Chemicals/substances
Fall of person on same level	Stacking
Manual handling	Housekeeping
Use of machines	Compressed air
Operation of vehicles	Mechanical lifting operations
Fire, including static electricity	Contact with hot/cold surfaces
Adverse weather	Noise
Electricity	Confined spaces
Lighting	Cleaning
Mini-bus	Allergies
Lost pupil	School trips
Pregnant workers	Lone workers
Return to work after medium/long absence	Major building projects

4.2 Risk Assessment Forms

Forms are available on Firefly - [click here](#)

A risk assessment should be completed by the teacher or member of staff responsible for the activity/area of the School. The Safety Advisor is available to assist in the completion of the form and once completed, this should be returned to him for action, ratification and filing.

4.3 Major Building Projects

From time to time, the School has major building works on its site. These can constitute a hazard and when such works are taking place, further specific instructions regarding safety are given to pupils, staff and visitors.

5. Reduction of Risk

The Health & Safety Controller is responsible for arranging any physical modifications which are required to reduce or minimise a risk which has been identified within the School. The risk assessment form will be annotated when the recommended action has been completed.

6. Reporting a Hazard

- 6.1 If a hazard is identified in the School, it must be reported to the appropriate Health & Safety representative for comment and then to the Health & Safety Controller.

- 6.2 A hazard serious enough to create the likely probability of injury must be reported immediately by telephone to the Health & Safety Controller who will then arrange for immediate and appropriate action to be taken.

Section G: Related Policies

The Health and Safety Policy should be read in conjunction with the following Hampton School policies:

- Asbestos Management
- Contractors' Code of Practice
- Crisis Management Plan
- Environmental
- Fire Management
- First Aid
- Functions
- Grounds Safety
- Health and Safety of Pupils on Educational Visits
- Lettings
- Lighting
- Minibus code of Practice
- Occupational Stress
- PAT Testing
- Risk Assessment
- School Closure Procedures
- Self-Employed Contractors
- Waste Policy
- Water Treatment

Further information is available from:

Health & Safety at Work, etc. Act 1974
Management of Health & Safety at Work Regulations 1992
Provision and Use of Work Equipment Regulations 1992
Workplace (Health, Safety and Welfare) Regulations 1992
Personal Protective Equipment at Work Regulations 1992
Manual Handling Operations Regulations 1992
Health & Safety (Display Screen Equipment) Regulations 1992
Control of Substances Hazardous to Health

Annex 1 – Location of First Aid Boxes, Eye Wash & Defibrillators



HAMPTON SCHOOL

LOCATION OF FIRST AID BOXES

Hampton Main Building	
Location	Number
Art	2
Biology	9
Bursary	1
Keepers rooms	2
Chemistry	10
Cleaners room	1
Design Technology	3
Garrick	1
Front Reception	1
Geography office	5
Hammond theatre office	1
Hammond Theatre	1
Medical room	1
Maintenance office	1
Music	1
Physics	8
Greenhouse	1
Staff common room	1

Pavilion & Grounds staff building (Area 4)

Location	Number
Adventure Society Store	10
Grounds staff mess room	1
Grounds staff garage	3
Pavilion kitchen	1

Sports Department

Location	Number
Sports Hall office	1
Travelling bags (i/c M Sims)	33
Boathouse	2 + 6 in boats

School Vehicles

Location	Number
Minibus 1	1
Minibus 2	1
Minibus 3	1
Minibus 4	1
People Carrier 1	1
People Carrier 2	1
People Carrier 3	1
Ford Transporter	1
Boat Club 4x4	1
Catering van	1
Maintenance van	1

LOCATION OF EYE WASH

All Chemistry laboratories
All Physics laboratories
All Biology laboratories
Design Technology
Grounds staff building
Boat House

LOCATION OF DEFIBRILLATORS

Location	Number
Main Entrance – behind Reception	1
Hammond Theatre foyer	1
Sports Pavilion entrance	1
Boathouse	1

Annex 2 – First Aiders (as at 14.4.21)

Preferred Surname	Preferred Forename	Department	EM 1st Aid AW	2 Day Outdoor	3 Day FAW	RLSS1	NWS 2	Far From Help
Abreu	Zizelda	Cleaning						
Afzal	Rayaan	Events						
Agulian	Haig	MFL	07-Jan-20					
Ainscough	Juliana	Music						
Akers	James	Music						
Alonso	Felipe	Catering						
Amirouche	Rabah	Catering	07-Jan-20					
Armitt	Susan	Examinations						
Arnold	Christopher	Physics		Outdoor Nov 19				
Arnott	Esther	History	07-Jan-20					
Askham	Annabel	Examinations						
Aubrey	Chris	Mathematics	07-Jan-20					
Aucutt	Thomas	ML	07-Jan-20					
Bailey	Gareth	Mathematics	07-Jan-20					
Bain	Angus	Music						
Baker	Guy	Biology	07-Jan-20					
Baker	Joel	Art	07-Jan-20					
Baker	Mike	English	07-Jan-20					
Banerjee	Amitava	Mathematics			FAW March 19			
Bannister	Adrian	Art	07-Jan-20					
Barber	Wesley	Classics	07-Jan-20					
Barbosa	Sara	Cleaning						
Barella	Jane	Sport	0					Table tennis coach
Barker	Sandra	Cleaning						
Barnard	Gill	Cleaning						
Barnes	Michelle	Exams Office	28-Jun-16					
Barrett	Ray	Bursary	07-Jan-20					
Barry	Tim	Music						
Bartholomew	Tessa	English	06-Jan-17					
Barun	Tony	Design Technology	07-Jan-20					
Beattie	Andrew	PE & Games	07-Jan-20					
Beckwith	Adam	Bursary			FAW July 19			
Bedford	Martha	English	07-Jan-20					
Bett	Barnaby	Geography	07-Jan-20					
Birks	Ian	Examinations						
Blachford	Christopher	ML	07-Jan-20					
Blighton	Jeremy	Art	07-Jan-20					
Boardman	Marc	ML	07-Jan-20					
Bonner	James	IT Department						
Booker	Helen	English	07-Jan-20					
Bradbury	Rosamund	Mathematics			FAW Dec 17			
Branco	Quim	Cleaning						
Branco	Josina	Cleaning						
Bray	Alex	Events						
Brito	Fatima	Cleaning	07-Jan-20					
Brooke-Barnett	Ingrid	Examinations						
Brooks	Daniel	IT						

Preferred Surname	Preferred Forename	Department	EM 1st Aid AW	2 Day Outdoor	3 Day FAW	RLSS1	NWS 2	Far From Help	
Brown	Charlotte	Geography		Outdoor Nov 19					
Brown	Dean	Grounds			FAW March 19				
Browning	Tina	Finance	07-Jan-20						
Brzozowski	Robert	Cleaning							
Buckley	Shirley	ML	07-Jan-20						
Burguillos	Joan	Modern Languages							
Burke	Adrienne	Mathematics	06-Jan-17						
Burke	David	PE & Games	FA Oct 19						
Busby	Gemma	Classics	07-Jan-20						
Butt	Paul	Catering							
Cadle	Marion	Cleaning							
Caetana	Luciana	Cleaning							
Campbell	Vicki	Examinations							
Chandler	Margaret	ML	0						
Chaveneau	Frédéric	ML	31-Jan-18						
Christiane	Kelvin	Music							
Clague	Colin	Music							
Claramunt	Tony	Catering							
Clark	Benjamin	Religious Studies and Philosophy	07-Jan-20						
Clark	Gordon	Physics		Outdoor Nov 19					
Clarke	David	History		Outdoor Nov 19	FAW Oct 18	May-16	Jun-20	May-18	
Clarke	Hannah	Mathematics	07-Jan-20						
Cobb	Mark	IT							
Collacott	William	Cleaning							
Colvine	Liz	Admin	07-Jan-20						
Condon	Joanna	Mathematics		Outdoor Nov 19					
Conroy	Valerie	Admin							
Conway	Caroline	Learning Support	07-Jan-20						
Cook	Bailey	Physics	07-Jan-20						
Cooper	Debbie	Cleaning							
Copping	Paul	Examinations							
Costa	Manuel	Cleaning							
Court	Joanna	Examinations							
Craddock	Lisa	Bursary	07-Jan-20						
Crockett	James	Maintenance							
Crockett	Wendy	Cleaning							
Cronin	Vicky	Cleaning							
Cross	Jennifer	Exams							
Cross	Martin	History	06-Jan-17						
Cumberbatch	Joseph	Biology			FAW Nov 18				
Curtis	Mark	Mathematics	07-Jan-20						
Czumaj	Anna	Mathematics	07-Jan-20						
Da Silva Pita	Maria	Cleaning							
Daniel-Greep	Ben	Music							
Davieson	Richard	Biology	07-Jan-20						

Preferred Surname	Preferred Forename	Department	EM 1st Aid AW	2 Day Outdoor	3 Day FAW	RLSS1	NWS 2	Far From Help	
Day	Nicola	Learning Support	07-Jan-20						
De Sousa	Rosa	Cleaning							
De Sousa	Sandra	Cleaning							
Dearden	Sarah	Admin							
Deevey	Andrew	Chemistry							
Dennis	Pete	Music							
Diggens	Jean	Maintenance							
Dixon	Jonathan	History	07-Jan-20						
Dollery	Jane	Exams							
Donald	Susan	Cleaning							
Doncel Cervantes	Maria	MFL	07-Jan-20						
Double	Neil	Chemistry	07-Jan-20						
Doyle	Aidan	Chemistry	07-Jan-20						
Draganov	George	Chemistry	07-Jan-20						
Dubost	Manon	Modern Languages	07-Jan-20						
Duffield	James	Grounds				FAW March 19			
Elia	Caroline	Admissions	07-Jul-19						
Eliot	Richard	Performing Arts / Support				FAW March 19			
Ellison	Anthony	Chemistry							
Ellsworth	Oliver	English	0						
English	Sarah	Examinations							
Esmond	Alexandra	Alumni Office	07-Jan-20						
Espley	Clare	Admin							
Esser	Elizabeth	Music	07-Jan-20						
Estall	Joanna	Music	07-Jan-20						
Estavillo	Fortune	Biology	07-Jan-20						
Evenden	Julie	Exams							
Fairholm	Lindsay	Admissions							
Fendley	Dan	Physics	07-Jan-20						
Ferreira	Lauren	Religious Studies	0						
Field	Jenny	Politics	07-Jan-20						
Frampton	Charlotte	Bursary							
Francis	Fred	Facilities							
Franco	Ligia	Cleaning							
Frankson	Tracy	Events							
Frith	Bernadette	Mathematics	07-Jan-20						
Fuldner	Daan	Physics	07-Jan-20						
Galan	Rebecca	Physics	07-Jan-20						
Garrido-Soriano	Silvia	Spanish	07-Jan-20						
Ghanev	Anne	SIMS office				FAW Nov 18			
Glanville	Peter	Examinations							
Gomes	Lurdes	Cleaning							
Goodman	Alice	Psychology	07-Jan-20						
Goodwin	Oliver	Performing Arts							
Gordon	Sam	Modern Languages	07-Jan-20						
Gray	Stephen	Physics		Outdoor Oct 19					

Preferred Surname	Preferred Forename	Department	EM 1st Aid AW	2 Day Outdoor	3 Day FAW	RLSS1	NWS 2	Far From Help	
Green	Tony	Music							
Green	Jan	Biology	06-Jan-17						
Green	Toby	English	0						
Greenaway	Colin	PE & Games	07-Jan-20						
Greenhalgh	Paul	Building Services							
Griffin	Carol	Bursary	07-Jan-20						
Griffin	Jack				FAW Feb 21				
Griffiths	Karen	Admin	06-Jan-17						
Griller	Daniel	Mathematics	07-Jan-20						
Groom	Catherine	Events							
Hadrill	Kathy	Admissions	07-Jul-19						
Halford	Victoria	Biology			FAW Dec 17				
Hamilton	Jane	HSPA							
Hardman	Robin	Politics	06-Jan-20						
Harradine	Susanne	Learning Support	07-Jan-20						
Harris	Danielle	English	0						
Harris	James	Facilities							
Harrison	Nikki	Examinations	07-Jan-20						
Hatton	Richard	Grounds			FAW June 17				
Havord	Shelley	History	07-Jan-20						
Haynes	Christopher	PE	0		FAW Feb 21				Football & cricket
Haynes	George	Mathematics	0						
Hemsley	Karl	Library	07-Jan-20						
Hendry	Sarah	Biology	07-Jan-20						
Highton	Francis	Geography	0						
Hill	Sian	Cleaning							
Hill	Tom	Geography	07-Jan-20						
Hillman	Thomas	Classics	0						
Holdaway	Jason	Design and Technology	07-Jan-20						
Holmes	Polly	Biology	15-Jun-17					May-18	
Hooper	Harry	Learning Support			FAW Feb 21				
Hope	James	Mathematics	07-Jan-20						
Hopton	Alex	Economics	0						
Horden	David	Music							
Hornby	Suzi	Exam Invigilation							
Horton	Carol	Cleaning							
Hughes	David	Physics			FAW Oct 18				
Hurst	Christian	Games			FAW Nov 18				
Hurton	Amanda	Music							
Hutchinson	Elizabeth	Admin	07-Jan-20						
Hvartchilkov	Stanislav	Music							
Ikram	Farhan	Catering							
Illescas	Mary	Cleaning							
Iredale	Jo	Bursary	07-Jan-20						
Isaeva	Yulia	MFL	07-Jan-20						
Jackson	Dominic	PE and Games							
Jaggard	Jenny	Music							

Preferred Surname	Preferred Forename	Department	EM 1st Aid AW	2 Day Outdoor	3 Day FAW	RLSS1	NWS 2	Far From Help	
James	Joanne	Drama	07-Jan-20						
Jaoo	Fernando	Cleaning							
Jarocka	Dace	Bursary							
Jarvis	Robert	Maintenance			FAW Feb 21				
Jefferson	Natalia	Admin	07-Jan-20						
Jemson	Elisabeth	First Aid			FAW March 20				
Jessop	Manuella	Examinations							
Jimenez	Vonn	Chemistry							
Jolley	Hannah	Admin							
Jones	Dorothy	Admissions	22-Jul-19						
Jones	Geoff	PE	07-Jan-20						
Jordan	Nimrita	Bursary	07-Jan-20						
Justice	Luke	IT							
Kandola	Simi	IT							
Karaivanova	Silviya	Catering							
Keattch	Ollie	Design Technology	07-Jan-20						
Keen	Elliot	Website							
Keenan	Frank	Bursary	06-Jan-17						
Kellova	Adriana	Cleaning	07-Jan-20						
Kent	Linda	Finance							
Keys	Anita	Cleaning							
Khanna	Bharat	Economics	07-Jan-20						
King	Caroline	Learning Support							
King	Letitia	Cleaning							
King	Matthew	Chemistry							
King	Mike	Bursary Office			FAW July 18				
Kirby	Stephanie	Art	07-Jan-20						
Kirkpatrick	Terry	Facilities							
Knibbs	Francesca	Chemistry	07-Jan-20						
Knibbs	Kevin								
Koster	Jane	Music							
Kugele	Rachael	Geography	07-Jan-20						
Lane	Nick	Bursary							
Langton	Phil	Biology	07-Jan-20						
Law	Thomas	Music							
Lawrence	Andy	History	07-Jan-20						
Leaver	Andrew	IT							
Lee	Jeremy	Mathematics	07-Jan-20						
Lees	Thomas	Mathematics	0						
Lemmon	Tina	Examinations							
Lewis	Lorraine	Exams	28-Jun-16						
Lim	Tshui	Music							
Longdon-Hughes	Letitia	Cleaning							
Lori	Carlo	Religious Studies and Philosophy			FAW Nov 18				
Lucas	Claudia	Cleaning							
MacConville	Kevin	Examinations							
Mackay	Lesley	Exams							
Madden	Hellen	Exams							
Mahon	Selina	Cleaning							

Preferred Surname	Preferred Forename	Department	EM 1st Aid AW	2 Day Outdoor	3 Day FAW	RLSS1	NWS 2	Far From Help	
Malston	Charles	Spanish	07-Jan-20						
Mann	Vijja	Cleaning							
Martin	Barry	Fitzwygram Foundation							
Martin	Fiona	Fitzwygram Foundation							
Martin	Katya	Biology	07-Jan-20						
May	Sophie	ML	07-Jan-20						
McBay	Alasdair	Mathematics	15-Jun-17						
McCarney	Dawn	Bursary	31-Jan-18						
McCubbin	Mandy	Cleaning							
McLusky	Alexandra	English	0						
McMillan	Archie	Examinations							
McTernan	Henry	Classics	07-Jan-20						
Mehta	Neena	Exams Office							
Message	Pippa	Biology	07-Jan-20						
Michelsen	Ladea	Geography	07-Jan-20						
Middleton	Michele	Exams							
Mills	Carlos	PE & Games		Outdoor Oct 19			May-16		
Mimnagh	Katie	Biology	07-Jan-20						
Moffitt	Janet	Exams							
Moore	Harry	Biology	07-Jan-20						
Moore	Henry	History							
Moore	Joanna	Art	07-Jan-20						
Moore	Liam	PE	0						strength & conditioning
Moria	Verity	Bursary Office							
Morris	Chanel	Admissions	07-Jul-19						
Morris	Owen	History	07-Jan-20						
Morris	Leah	Events							
Mullan	Eileen	Economics	0						
Mullen	Sara	Admin							
Nagli	Vicci								
Naib	Rohit	Catering							
Nair	Dhevdhas	Music							
Neville	Jon	Chemistry	07-Jan-20						
Nicholson	Mark	RS	0						
Nicholson	Rebecca	Physics	07-Jan-20						
Noble	Natalie	MFL	27-Nov-18						
O'Brien	John	Facilities							
O'Connor	Rachael	Psychology	07-Jan-20						
Oldfield	Laura	Music	07-Jan-20						
Oliver	Jane	Music							
Opiniano	Frelì	SIMS office							
Ornelas	Alvaro	Cleaning							
Ornelas	Sonia	Cleaning							

Preferred Surname	Preferred Forename	Department	EM 1st Aid AW	2 Day Outdoor	3 Day FAW	RLSS1	NWS 2	Far From Help	
Ornelas	Teresa	Cleaning							
Owen	Jillian	ML	07-Jan-20						
Oyarzabal	Antonio	Music							
Page	Matthew	PE	0						basketball coach
Pallas	Emily	Hammond							
Pallas	Sally	Bursary Office	07-Jan-20						
Paradiso	Bee	Cleaning							
Paraskos	Ski	Economics	07-Jan-20						
Parkin	Alison	Alumni	07-Jan-20						
Parra Lopez	Maria	Modern Languages							
Parrish	Jim	History	07-Jan-20						
Partridge	Holly	History	07-Jan-20						
Patel	Trupti	IT							
Peattie	Jennifer	History	07-Jan-20						
Peck	Holly	Psychology	07-Jan-20						
Pereira	Celina	Cleaning							
Perkins	Judy	RS	07-Jan-20						
Pestana	Miguel	Cleaning							
Phillips	Sarah	Events	07-Jul-19						
Pinchard	Martin	Bursary							
Pinto Dos Santos	Tania	Cleaning							
Plowman	Nikki	Drama	0						
Polise	Anna	Cleaning	07-Jan-20						
Preston	Mark	Design Technology	07-Jan-20						
Puddy	Karen	Bursary							
Puljic	Lejla	Chemistry	07-Jan-20						
Pym	Alex	Music							
Rees	Nicholas	PE	0						Strength & conditioning
Reeve	Sian	SEN	07-Jan-20						
Reilly	Christine	Physics	07-Jan-20						
Reyner	Caroline	Mathematics	06-Jan-20						
Richards	Michael	DT	07-Jan-20						
Rigby	Catherine	English	06-Jan-20						
Rigby	Tom	Politics	07-Jan-20						
Rivers	Sarah		0		FAW Feb 21				
Robinson	Diana								
Rodrigues	Antonio	Cleaning							
Rodrigues	Augustine	Cleaner							
Rodrigues	Manuel	Cleaning							
Roland	Daniel	Music	07-Jan-20						
Rommer	Emma	Library			FAW Nov 18				
Rowett	Nick	Rowing	07-Jan-20						
Rusca	Monica Viviana	Exams							
Samuel	Augusta	ML	07-Jan-20						
Santer	Jacqueline	Examinations							
Santos	Gisela	Cleaning							
Sarpong	Joseph	DT	07-Jan-20						

Preferred Surname	Preferred Forename	Department	EM 1st Aid AW	2 Day Outdoor	3 Day FAW	RLSS1	NWS 2	Far From Help	
Saul	Dom	Geography		Outdoor Nov 19	FAW Oct 18				
Saul	Karen	Admissions	07-Jan-20						
Saunders	Kit	Classics	0						
Sawtell	Stephen	IT							
Schabacker	Paul	Modern Languages							
Schirmer	Gigi	Admin							
Schofield	David	Chemistry	07-Jan-20						
Schofield	Michael	Music							
Schurch	Christopher	Mathematics		Outdoor Nov 19	FAW Nov 18				
Scorer	Tanya	Computer Science			FAW June 17				
Scott	Mark	Religious Studies & Philosophy	07-Jan-20						
Searle	Bryan	Examinations							
Searle	Liz	Admin							
Shankster	Christopher								
Sharkey	David	English							
Shaw	Sally	Cleaning	07-Jan-20						
Sheaff	Fleur	English							
Short	Verity	Mathematics	06-Jan-20						
Simmons	Jennifer	Bursary							
Sims	Matthew	PE	10-May-19						
Singleton	Rebecca	Physics							
Smith	Robert	Maintenance							
Smith	Victoria	History	07-Jan-20						
Sorby	Stella	Modern Languages	0						
Stack	Paul	Keepers							
Stallard	Lindsay	Exams							
Stebbins	Nick	Mathematics	07-Jan-20						
Stevenson	Sue	Exams							
Steward	Marlon	Music							
Stewart	Susan	Examinations							
Stockdale	Matt	Computer Science	07-Jan-20						
Stuart	Maria	Chemistry	07-Jan-20						
Studt	Philipp	ML			FAW June 17				
Sutch	Hilary	Sport							
Swain	Gail	Catering							
Swan	Katy	Bursary			FAW Nov 18				
Talman	Jack	RS	06-Jan-17						
Taplin	Becky	Exams							
Taylor	Paul	PE & Games		Outdoor Nov 19	FAW Dec 17				
Teunissen	Louise	English	07-Jan-20						
Thomas	Alan	History	07-Jan-20						
Thomas	Angharad	Music							
Thomas	Lee	Exams							
Thomas	Paul	Football							

Preferred Surname	Preferred Forename	Department	EM 1st Aid AW	2 Day Outdoor	3 Day FAW	RLSS1	NWS 2	Far From Help	
Thompson	Alison	Exams							
Thompson	Matthew	Bursary							
Thomson	Sean	PE & Games			FAW March 19				
Tiller	Beth	Drama							
Ting	Vincent	Computer Science	07-Jan-20						
Tong	Joseph	Music							
Trench	Sammy-Jo	Grounds							
Trivedi	Rohit	Mathematics	07-Jan-20						
Turner	Patrick	ML	07-Jan-20						
Tweedy	Maria	Cleaning							
Uccelli	Michael	Admin							
Uzhvak	Nikolai	Bursary	01-Jun-16						
Van Den Berg	Joseph	Grounds Team							
Van Ments	Elizabeth	Music							
Van Mook	Geert	Mathematics	07-Jan-20						
Vasanthakumar	Nivetha	Mathematics							
Vernazza	Alison	Examinations							
Vincent	Lina	Modern Languages							
Wainer	Delyth	Chemistry	07-Jan-20						
Walsh	Saoirse	English							
Ward	David	Music							
Watson-Evans	Marta	Mathematics	07-Jan-20						
Webb	Claire	Chemistry							
Webb	Matthew	Bursary			FAW March 19				
Went	Daunta	Cleaning							
Whitby	Daniel	Maintenance			FAW Feb 21				
White	Amy	Physics	07-Jan-20						
White	Aura	Exams Office							
White	Katya	ML	07-Jan-20						
Whitwam	Victoria	English	07-Jan-20						
Wilkinson	Andrew	RS	07-Jan-20						
Willcox	Sarah	History	07-Jan-20						
Willett	Katherine	MFL	07-Jan-20						
Williams	Karen	Art	07-Jan-20						
Willmott	Sean	Music							
Winfield	Stephen	Grounds			FAW March 19				
Winskell	Gillian	Chemistry	07-Jan-20						
Winstock	Amy	Classics	07-Jan-20						
Wong Rogers	Cheryl	Exams							
Woods	Nicholas	Physics	07-Jan-20						
Woodward	Diane	DT	07-Jan-20						
Worthington	Helen	Admin							
Wright	Sally	Examinations							
Yadav	Gita	Bursary							
Yates	Mark	Physics	07-Jan-20						
Yoxon	Sophie	ML	07-Jan-20						
Zhang	Yi Hong	ML	07-Jan-20						
Ziegler	Alex	Classics			FAW Dec 17				
Zuckert	Ewan	Music	0						