



PROSPECT HOUSE  
SCHOOL

HEALTH AND SAFETY POLICY

APPENDIX

## **APPENDIX I**

### **DESIGNATED PEOPLE AND OTHER ITEMS**

#### **Note 1**

The headmaster is Mr Michael Hodge

The deputy head is Ms Deborah Lane

The Head of Lower School is Mrs Sarah Belshaw

The school secretaries, both of whom hold current First Aid certificates, are:

Mrs Maureen Cucciardi

Mrs Tracy Lowe

Mrs Tina Losada

The lead Premises Manager is Mr Craig Truswell.

#### **Note 2**

The members of the Health & Safety Committee are:

- Mr Michael Hodge
- Ms Lane
- Mrs Belshaw

#### **Note 3**

The designated appointed First Aider is Miss Jo Copsey

#### **Note 4**

First Aid boxes are located in the following locations:

##### **Upper School**

- school office
- staff room
- assembly hall
- Year 6 outside classroom
- ICT room
- DT room
- Basement classroom
- PE 1st aid kits in PE office
- kitchen
- Year 5 landing
- music practice room ground floor
- Year 4 landing
- Trip 1st aid kits x3 in Deputy Head's office

##### **Lower School**



- secretary's office
- conservatory
- assembly hall
- kitchen
- Year 1 corridor
- staff room
- PE shed

The appointed First Aider checks the boxes regularly and maintains supplies. If any supplies are used from a box, staff must record the items used on the checklist within that box. The appointed First Aider will then be alerted to what needs replenishing.

**Note 5**

Ice packs are kept in the Lower School office and in

**Note 6**

The Educational Visits Coordinator (EVC) is Mr Sinan Vedat

**Note 7**

The school's Radiation Protection Supervisor (RPS) is Craig Truswell

