



PROSPECT HOUSE  
SCHOOL

HEALTH AND SAFETY POLICY

APPENDIX

## APPENDIX I

### DESIGNATED PEOPLE AND OTHER ITEMS

#### Note 1

The Headteacher is Mrs Kelly Gray

The Deputy Head is Mrs Lucy Lees

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 Tina Losada

The lead Premises Manager is Mr Steve Cseh. In the absence of Mr Craig Truswell  
The members of the Health & Safety Committee are:

- Mrs Kelly Gray
- Mrs Lucy Lees
- Mrs Sarah 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
- art room
- basement classroom
- PE first aid kits in PE office x2
- kitchen
- Year 5 landing
- music practice room ground floor
- Year 4 landing
- Trip 1st aid kits x4 in PE office
- Music room

##### Lower School

- secretary's office
- conservatory
- assembly hall
- kitchen
- Year 1 corridor
- staff room
- PE shed x2



The appointed First Aider checks the boxes regularly and maintains supplies. If any supplies are used from a box, staff must alert the appointed first aider if supplies are low.

**Note 5**

Ice packs are kept in the Lower School office and in the Upper School office and all first aid kits

**Note 6**

The Educational Visits Coordinator (EVC) is Miss Jo Copsey

**Note 7**

The school's Radiation Protection Supervisor (RPS) is Steve Cseh

