



ST PAUL'S SCHOOL
Est. 1509

First Aid Policy

Author/reviewer responsible:	Director of Ops	ISI DOC CODE:	A7
Reviewed by:	H&S Committee	Date of last review:	08/23
Authorised by resolution of:	Full Governing Body	Date of authorisation:	08/23
Applicable to:	SPS & SPJ	Date of next review:	08/24

This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk

Table of Contents

1. Introduction.....	2
2. Aims.....	3
3. Our Provision.....	3
3.1 Staffing	3
3.2 Hours	3
3.3 Equipment	3
4. Roles and Responsibilities	4
4.1 The Head Nurse	4
4.2 First Aiders.....	4
4.3 All staff.....	4
5. First Aid.....	5
5.1 First Aiders.....	5
5.2 First Aid Containers	6
5.3 Travelling First aid Kits.....	6

5.4	Minibuses	6
5.5	Maintenance of First Aid Kits	7
6.	Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes, ADHD, allergies and anaphylaxis etc.....	7
7.	Procedure in the Event of An Accident or Injury.....	7
7.1	Ambulances	7
8.	Administration of Medicine.....	8
9.	Procedure in the event of contact with blood or other bodily fluids	8
9.1	Hygiene procedures for dealing with the spillage of body fluids.....	8
10.	Recording.....	9
11.	Notification to the Health and Safety Executive	9
12.	Record Keeping.....	9
13.	Reporting Requirements	10
13.1	Injuries and ill health to people at work	10
13.2	Physical violence.....	11
13.3	Reportable occupational diseases.....	11
13.4	Incidents to pupils and other people who are not at work.....	11
13.5	Dangerous occurrences.....	12
13.6	Notification.....	12
13.7	Investigation	12
14.	Spread of Infection & Management of Infectious Disease	12
Enclosure B: FIRST AID KIT LOCATIONS.....		15

1. Introduction

Nothing in this Policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. If in doubt, ring for assistance on 999.

This policy ensures that appropriate first aid provision is made available to pupils, staff and visitors to the school. It also ensures that staff and pupils are able to access first aid during school co-curricular activities both on and off site.

This Policy should be read in consultation with:

- The Safeguarding and Child Protection Policy
- The Policy on Managing Allergies and Anaphylaxis
- The Head Injury Policy
- The Managing Asthma Policy
- The Incident Report Policy

- The Healthy and Safety Policy

In addition, The List of Pupils with Life Threatening Conditions, The List of Current First Aiders and The List of AED/Defibrillators can all be found on the Staff Handbook.

2. Aims

- To ensure that the school has adequate and effective first aid provision in order for every pupil, member of staff and visitor to be provided with the best possible care in the event of any illness, accident or injury.
- To ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury and when to call the emergency services.
- To identify those trained to provide first aid.
- To highlight reporting and review procedures.
- To ensure that medicines are only administered to pupils with consent from parents/guardians.
- To promote effective infection control in school.

3. Our Provision

3.1 Staffing

The School has a Medical Room staffed by three Nurses: A head nurse and two assistant nurses. Dr Fhorkan Uddin is the School's Doctor and medical advisor: He attends school part time but is on call to medical centre and boarding house staff when needed.

3.2 Hours

There is a qualified nurse on duty in the Medical Room from 8.00am to 4.15pm five days a week who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

The School has a nurse on site during the autumn term when rugby fixtures take place during the week and two ambulances and a doctor on the occasion of multiple games at the weekends.

The School has a number of members of staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, a pupil is injured during sport. There is a qualified first aider at school whenever children are present on site. First Aider lists are prominently displayed throughout the school site.

3.3 Equipment

The School has seven automated external defibrillators: locations are noted in the Staff handbook. Members of staff receive regular familiarisations on the use of the defibrillator and can ask, at any time, to be shown how to use them on the school's training defibrillator.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall). The School takes first aid boxes when groups of pupils go out of school on organised trips or to participate in sporting events.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.

4. Roles and Responsibilities

4.1 The Head Nurse

The Head Nurse is ultimately responsible for the implementation of this policy and the tasks defined below. Where the Head Nurse deems appropriate, some of these tasks may be delegated to one of the assistant nurses:

- Ensuring appropriate first aid is available to pupils, parents and visitors while on site
- Overseeing the management of any serious illness or injuries which occur onsite, including organising the transfer of injured pupils to hospital.
- Ensuring the Medical Centre is appropriately equipped
- Managing the diaries of the school counsellors
- Bringing any First Aid related issues to the attention of the Health and Centre Committee
- Maintaining and distributing to staff the list of pupils with potentially life-threatening conditions
- Managing the storage and dispensation of medication prescribed to pupils while they are at school.
- Informing parents and/or carers of injuries or illnesses
- Maintaining records of injuries, illnesses and accidents,
- Ensuring up to date and appropriate medical information is kept for pupils on ISAMS.
- Coordinating efforts to control the spread of infectious diseases at school, including liaising with external agencies where appropriate.
- Providing support and maintaining a medical records for pupils with ongoing medical conditions
- Liaising with the pastoral team, including attending the weekly Pupil Welfare Meeting, on any pupils who are of concern.

4.2 First Aiders

Are responsible for:

- responding promptly to calls for assistance;
- providing first aid support within their level of training;
- summoning medical help as necessary;
- recording details of treatment given via accident forms

4.3 All staff

All staff with responsibility for pupils are expected to act in a way which prioritises the welfare of the pupils in their care. Their responsibilities include:

- Making themselves familiar with the list of pupils with life threatening conditions
- Promptly recording all accidents and injuries
- Risk assessing school activities to minimise the risk of illness, injury and accident and ensuring the appropriate first aid provision is put in place
- Understanding how to access medical support in case of an emergency during a school activity, including when to call an ambulance

The School keeps records of all accidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

The School will always contact you if your child suffers anything more than a trivial injury, or if they become unwell, or if we have any worries or concerns about their health. Please do not hesitate to contact your child's Tutor or the Medical Room (Direct line 0208 746 5470) at any time if you wish to discuss any concern that you may have relating to your child's health.

5. First Aid

First Aid notices are displayed throughout the School premises to indicate the location of the nearest first aid box and the names and telephone numbers of nominated First Aiders and Emergency First Aiders. There must be a First Aider on site whenever children are present, and this is coordinated by the Head Nurse.

The first aid boxes are clean, have lids, are marked with a white cross on a green background and are stocked to the minimum prescribed in the approved contents list given below. Generally, only those items which appear on the list are permissible, however, where specific risks have been identified appropriate additions are made. Contents are checked annually and restocked if necessary by the School Nurses.

Positions for eye wash stations are identified, and sealed bottles of eye wash solutions (at least 900ml) or rubber tubes on suitably located taps are provided.

At least one First Aider is always present during the normal school day and an Emergency First Aider is present as far as is practicable when teaching, other activities or work are taking place. A First Aider will always be on site during the school holidays.

5.1 First Aiders

The appropriate number of First Aiders and Emergency First Aiders are identified after all the relevant factors have been taken into account, including layout of premises, foreseeable absences of first aid personnel and the numbers taking part in these activities. The Human Resources and Training Coordinator maintains a list of First Aiders and Emergency First Aiders and organises refresher training, overseen by the Director of Operations. These are also identified on the electronic Staff Handbook.

First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive and are all certificated. First Aid certificates are issued for a three-year period only and at the end of this three year period refresher training is necessary. The REC course (Remote Emergency Care) certificates are issued for a two-year period.

Many of the first aiders within the school are First Aid at Work (FAW) trained. However, the school also has Paediatric First Aid (PFA) and Emergency First Aid at Work (EFAW) trained staff. Certificates are kept for all first aid trained staff by the Human Resources and Training Coordinator.

5.2 First Aid Containers

Each container adheres to British Standard 8599. Sufficient quantities of each item are available in every container. In most cases the listed items will suffice.

- one guidance leaflet
- forty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out eg of a detectable type for food handlers
- two sterile eye pads
- one burn dressing
- two finger dressings
- four medium dressings
- one large dressing
- one conform bandage
- one micropore tape
- two individually wrapped triangular bandages
- six safety pins
- one foil survival blanket
- six pairs of nitrile disposable gloves
- one resuscitation face shield
- one pair of scissors.

5.3 Travelling First aid Kits

The contents of travelling first aid kits are appropriate to the circumstances in which they are likely to be used. In most cases the listed items will suffice.

- one guidance leaflet
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated dressing approximately 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- six pairs of disposable gloves.

5.4 Minibuses

The School's minibuses each have a prominently marked First Aid box on board which is stocked in accordance with Part 2 of Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 and includes:

- Ten antiseptic wipes, foil packed
- One conforming disposable bandage (not less than 7.5 cm wide)
- Two triangular bandages

- One packet of 24 assorted adhesive dressings
- Three large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- Two sterile eye pads, with attachments
- Twelve assorted safety pins
- One pair of rustless blunt-ended scissors

5.5 Maintenance of First Aid Kits

The Head Nurse undertakes an inspection of all the First Aid Boxes annually and maintains a register for these.

6. Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes, ADHD, allergies and anaphylaxis etc.

There is a separate policy on managing allergies and anaphylaxis, see Managing Allergies and Anaphylaxis and for managing Asthma, see Managing Asthma Policy.

The information held by the School includes a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and this information is circulated to First Aiders and other staff on a need to know basis.

Where appropriate, individual pupils will be given responsibility for administering and storing their own equipment, but only if they have been assessed as sufficiently competent and responsible to do so. In other cases, the equipment will be kept, suitably labelled in the Medical Room. The location of generic emergency adrenaline auto injectors can be found in the Managing Anaphylaxis Policy.

7. Procedure in the Event of An Accident or Injury

If the member of staff taking charge of the incident judges that an ambulance should be called, he or she should do so immediately, without hesitation and without waiting for a First Aider or Nurse to arrive at the scene. If necessary, the School Nurse or a First Aider should be summoned. If the Nurse is in attendance, she/he will make the decision as to whether to call the emergency services.

If the Nurse or First Aider present considers that he/she can deal adequately with the presenting condition he/she should arrange for the injured person to access appropriate medical treatment without delay.

7.1 Ambulances

To call an ambulance from a School telephone dial '999' for the emergency services.

If an ambulance is called, then the First Aider or Emergency First Aider should make arrangements for the ambulance to have access to the location of the injured person. For the avoidance of doubt, the First Aider should provide the address and/or location and should arrange for the ambulance to be met. If time permits, the First Aider should summon nearby help to notify SPS Reception and the appropriate Medical Room, if not already done so.

Arrangements should be then made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

Staff should always call an ambulance in the following circumstances:

1. In the event of a serious injury or illness
2. In the event of any significant head injury
3. In the event of a period of unconsciousness
4. Whenever there is the possibility of a serious fracture or dislocation
5. In the event that the Nurse or First Aider considers that he/she cannot deal adequately with the presenting condition by the administration of First Aid or if he/she is unsure of the correct treatment.

8. Administration of Medicine

Please reference the Managing Medications Policy for details of how the school safely administers medicine.

9. Procedure in the event of contact with blood or other bodily fluids

The First Aider should take the following precautions to avoid risk of infection when providing first aid:

- cover any cuts and grazes on their own skin with a waterproof dressing
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- wash their hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to the School Nurse and take medical advice if appropriate.

9.1 Hygiene procedures for dealing with the spillage of body fluids

Cleaning Supervisors are trained in how to mop spillages of body fluids. This training is regularly updated. The procedure is as follows:

The member of staff taking charge of the incident should telephone the Cleaning Department. A Housekeeping Supervisor will then be called to deal with the matter. The product used is stored in a locked cupboard. COSHH assessments and product safety sheets are kept by the School's Cleaning company.

10. Recording

The School has a legal responsibility to ensure that all accidents occurring on the School's site, or to pupils and staff involved in school activities outside the School, are recorded.

Accidents should be reported online using the form (linked below) which can be accessed from the Staff Handbook of both SPS and SPJ:

<https://intranet.stpaulsschool.org.uk/handbook/accidental-injury-report-form>

For those without online access, forms (the statutory version from 6 April 2012 is ISBN 9780717664580) are available for recording the details of all accidents. The forms are available from the Porters' Lodge. An entry must be completed as soon as possible after any accident occurs and given to the School Nurses.

NB. Accidents to pupils and members of the public which are attributable in some way to work organised by the school (e.g. an accident during a chemistry experiment), or the defective condition of premises, equipment or plant, or lack of or defective supervision, where injury is suffered, must be recorded as an accident 'at work'. Playground injuries and similar therefore do not usually need recording as accidents 'at work' but if first aid is administered a first aid record is required. Numbers of accidents are reviewed at the termly Health and Safety Committees and the Director of Operations comments on any trends which might be apparent from the accidents reported.

Accidents that occur to pupils off site must be recorded in the same way, although the School's medical staff is unlikely to treat the pupil. All completed forms are to be forward without delay to the Director of Operations.

The School should have a record of all accidents in order to provide insurance cover to the injured party and, where applicable, to the member of the staff acting 'in loco parentis'.

11. Notification to the Health and Safety Executive

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 the school must notify the Health and Safety Executive as soon as possible by submission of form F2508.

The nominated reporting officer for St Paul's School is the Director of Operations (DOO). The DOO has the responsibility of notifying the HSE of reportable accidents by submission of form F2508.

A RIDDOR report can be made online by visiting the HSE website. If the DOO is unavailable, the Head Porter or the Duty Porter should be contacted. Please note that the Duty Porter is available 24 hours a day via the Porter's Lodge or on the School telephone number (020 8748 9162).

12. Record Keeping

The school keeps records, for at least three years, of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;
- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days.

From 6 April 2012, the school has not been required to report over-three-day injuries, just keep a record of them.

13. Reporting Requirements

13.1 Injuries and ill health to people at work

The Director of Operations will report the following work-related accidents¹, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The Director of Operations will also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing. The school is also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which: cover more than 10% of the body; or
- cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat
- induced illness; or
- requires resuscitation or admittance to hospital for more than 24 hours.

Reportable specified diseases include:

The following are reportable, if they arise 'out of or in connection with work':

- the death of any person, whether or not they are at work;
- accidents which result in an employee or a self-employed person dying, suffering a specified injury, being absent from work or unable to do their normal duties for more than seven days;
- accidents which result in a person not at work (eg a patient, service user, visitor) suffering an injury and being taken directly to a hospital for treatment, or if the accident happens at a hospital, if they suffer a specified injury;

¹ In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

- employee or self-employed person has one of the specified occupational diseases or is exposed to carcinogens, mutagens and biological agents;
- specified dangerous occurrences, which may not result in a reportable injury, but have the potential to do significant harm.

13.2 Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

13.3 Reportable occupational diseases

The school will report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.) These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

13.4 Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**. The Director of Operations will consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity.

13.5 Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

13.6 Notification

Details of serious incidents will (where it has not already been done) automatically be passed on, using the [Incident Report Form](#), to the following staff by the Head Porter or the Duty Porter:

High Master and/or Head
Director of Operations
Surmaster and/or Deputy Head
Housemaster or Tutor
Parents (where possible notification will be by a member of the medical or teaching Staff)
Chairman of the Health & Safety Committee
Head of department (if applicable)
The School's Insurance Company (if appropriate)

13.7 Investigation

As soon as reasonably practicable after a reportable incident has occurred, the Chairman of the Health & Safety Committee will be notified by the High Master, Director of Operations and/or the Head where appropriate.

Where required, the Chairman of the Health and Safety Committee or a nominated deputy will investigate the accident or incident. Such an investigation may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or in relation to litigation which is current or in prospect.

Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.

If an investigation is required this should precede the submission of Form F2508 to the HSE, where possible.

14. Spread of Infection & Management of Infectious Disease

Pupils and staff are regularly reminded on how to limit the spread of infection including advice on hand washing, how to cough and sneeze ('catch it, bin it, kill it') and when they should stay home and / or be tested when showing symptoms.

The School has well-established procedures for handling spillages of bodily fluids protocol. The medical centre is cleaned regularly throughout the day and areas where a pupil/staff member with symptoms have attended are cleaned before they are used again.

Where a child experiences diarrhoea or vomiting, the child must not come to school for 48 hours after the last time they had an episode.

If a child has a temperature above 37.8 degrees, they must not come to school for at least 24 hours.

Enclosures:

1. Accidental Injury to Pupil Report Form.
2. List of locations of First Aid Kits

Enclosure A: ACCIDENTAL INJURY TO PUPIL REPORT FORM

<i>To be completed immediately by the member of staff responsible for the activity or discovering the injury and returned to the school's medical representative</i>			
THE INJURED PERSON			
Full Name		Age	
Form		Tutor	
Parent's Name:			Day Boy/Border <i>(Delete as appropriate)</i>
Address:			
Telephone No.:			
THE ACCIDENT			
Time		Date	
Location			
Activity			
How did it happen?			
Initial First Aid and transfer			
Staff Member in charge or discovering			
Signature		Date	
Notes and Remarks <i>(in particular action required to prevent recurrence)</i>			
MEDICAL ASSISTANCE			
Details of medical aid			
Nature of injury			
The Final Confirmed Diagnosis			
Medical Representative	(Name)		
Signature		Date	
Director of Operations		Date	Insurance Report
Reportable: Yes/No <i>(Delete as appropriate)</i>		Category:	Reference:

Enclosure B: FIRST AID KIT LOCATIONS

Location	Quantity	St Pauls Juniors	Quantity
Art Dept	X 4 June 2023	Art depart (upstairs in classroom)	1 x June 2023
Biology - prep room	1 x June 2023	Music school (Administrator office)	1 x June 2023
Catering Dept office	1 x June 2023 1 x burns kit June 2023 1 x eyewash kit- June 2023	Front office reception	1 x June 2023
Chemistry (Lab prep room)	2 x July 2023	SPJ Pavilion on hook in kitchen area	1 x June 2023
Physics prep room	1 x June 2023	Science Dept	1 x June 2023
Common room	1 x June 2023		
		SPJ library	1 x June 2023
		SPJ sports office	2 x June 2023
IT Dept (By front door)	1 x June 2023	School Transport	Quantity
Engineering Dept	2 x June 2023	Mini Bus 1	1 x June 2023
SPS reception	1 June 2023	Mini Bus 2	1 x June 2023
Geography dept (on shelf in the humanities resourcing room)	1 x June 2023	Mini Bus 3	1 x June 2023
Library (front desk)	1 June 2023		
Music school (staff room, 1 st flr wc and 1 in the disabled toilet)	2 x June 2023		
		Estate's van	1 x June 2023
Security cabin	1 x June 2023		
Porters lodge	1 x June 2023	Pavilions	Quantity
Theatre (1 st floor office, ground behind stage)	1 x June 2023	Groundman's Tea room (behind east pavilion) Grounds garage on big side	1x June 2023 1 June 2023
Theatre workshop (by engineering) 1 x Theatre back stage	1 x June 2023 1 x June 2023		
		Boarding House	Quantity
Estates office (East House)	1 x June 2023	Matrons office	1x July 2023

Services (East House)	1 x (June 2023)	Boarders House (Bottom of stair well in wall cupboard)	1x July 2023
		West house - flexi boarding	1x July 2023
Sports dept	Quantity		
PE office	1 June 2023		
Swimming pool	1 June 2023		
New Gym by defib	1 June 2023		
Pavilion West (cricket field)	1 x July 2023		
Launches (in each boat)	X 9 June 2023		
Boat house + gym	X 1 June 2023		
Boat house workshop	X 1 June 2023		
Sports centre reception SPS (rackets court desk)	1 x June 2023		
Cleaners (Porto cabin)	X 1 June 2023		

First aid kits to be reviewed yearly.