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| --- | --- |
| This policy is called: | First Aid Policy |
| Person responsible for its revision: | Premises Health & Safety Development Officer |
| Status: | Statutory |
| Website | External website and staff launch page |
| Approval by: | Finance Committee |
| Review  frequency: | Annually |
| Date of ratification: | January 2022 |
| Date of next review: | January 2023 |

**Contents**

[1. Aims 3](#_heading=h.4i7ojhp)

[2. Legislation and guidance 3](#_heading=h.2xcytpi)

[3. Roles and responsibilities 4](#_heading=h.1ci93xb)

[4. First aid procedures 5](#_heading=h.3whwml4)

[5. First aid equipment 6](#_heading=h.2bn6wsx)

[6. Record-keeping and reporting 6](#_heading=h.qsh70q)

[7. Training 8](#_heading=h.3as4poj)

[8. Monitoring arrangements 8](#_heading=h.1pxezwc)

[9. Links with other policies 8](#_heading=h.49x2ik5)

[Appendix 1: list of [appointed persons(s) trained first aiders] 9](#_heading=h.2jxsxqh)

[Appendix 2: accident report form 10](#_heading=h.z337ya)

Appendix 3: minor injuries accident record form 11

[Appendix 4: first aid training log 1](#_heading=h.3j2qqm3)2

# 1. Aims

The aims of our first aid policy are to:

* Ensure the health and safety of all staff, pupils and visitors
* Ensure that staff and governors are aware of their responsibilities with regards to health and safety
* Provide a framework for responding to an incident and recording and reporting the outcomes

# 2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](https://www.gov.uk/government/publications/first-aid-in-schools), [health and safety in schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools) and [actions for schools during the coronavirus outbreak](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak), and the following legislation:

* [The Health and Safety (First Aid) Regulations 1981](http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

* [The Management of Health and Safety at Work Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), which require employers to make an assessment of the risks to the health and safety of their employees

* [The Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

* [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
* [Social Security (Claims and Payments) Regulations 1979](http://www.legislation.gov.uk/uksi/1979/628), which set out rules on the retention of accident records

* [The Education (Independent School Standards) Regulations 2014](http://www.legislation.gov.uk/uksi/2014/3283/schedule/made), which require that suitable space is provided to cater for the medical and therapy needs of pupils

# 3. Roles and responsibilities

In all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

**During coronavirus**: employers should discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

**3.1 Appointed person(s) and first aiders**

The school’s appointed support staff person(s) are Mrs. M. Pollard, Mrs. C Riley, Mr. M Fox, Mrs. J Redmond, Miss. D Bhogal, Mrs C Heard, Mrs. D Baxter, Mr. L Partridge, Miss. E Williams, Mrs. N Lawlor and Mr. R Dhanda. The school has also appointed the following teaching staff for out of school visits only and these persons are Mrs K. Vine, Mrs E Aston, Miss R Gager and Miss. F Briggs. The school has also trained x2 External contractors who are present at various times during school opening and closing times and these are Mr. Martyn Hughes and Mrs. Manjit Purewal. All the above named to act as a First Aider in the event of First Aid needed they are responsible for:

* Taking charge when someone is injured or becomes ill
* Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
* Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

* Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
* Sending pupils home to recover, where necessary
* Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see an example of a template in appendix 2 and 3) this template will be similar to the report the school will use.
* Keeping their contact details up to date

Our school’s First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

**3.2 The local authority and governing board**

Birmingham City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school’s governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

**Lordswood Academies Trust:**

**3.2 The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

**3.4 The headteacher**

The headteacher is responsible for the implementation of this policy, including:

* Ensuring that an appropriate number of First Aiders are present in the school at all times
* Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
* Ensuring all staff are aware of first aid procedures
* Ensuring appropriate risk assessments are completed and appropriate measures are put in place
* Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
* Ensuring that adequate space is available for catering to the medical needs of pupils
* Reporting specified incidents to the HSE when necessary (see section 6)

**3.5 Staff**

School staff are responsible for:

* Ensuring they follow first aid procedures
* Ensuring they know who the first aiders in school are
* Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
* Informing the headteacher or their manager of any specific health conditions or first aid needs

# 4. First aid procedures.

**4.1 In-school procedures**

In the event of an accident resulting in injury:

* The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
* The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
* The first aider will also decide whether the injured person should be moved or placed in a recovery position
* If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents or relay this to the receptionist who will then communicate it to the parent or persons collecting the student.
* If emergency services are called, the reception will contact parents immediately
* The First Aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

**During coronavirus**: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

**4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

* A school mobile phone
* A portable first aid kit
* Information about the specific medical needs of pupils
* Parents’ contact details

Risk assessments will be completed by the Work Placement & Employer Engagement Coordinator or the Curriculum & Technical Support Coordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits after deemed appropriate to destinations where a first aider is not present.

**During coronavirus**: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

# 5. First aid equipment

A typical first aid kit in our school will include the following:

* A leaflet with general first aid advice
* Regular and large bandages
* Eye pad bandages
* Triangular bandages
* Adhesive tape
* Safety pins
* Disposable gloves
* Antiseptic wipes
* Plasters of assorted sizes
* Scissors
* Cold compresses
* Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

* The medical room
* Reception (main office)
* The school hall
* All science labs
* Food Room (Classroom S6)
* Health and Social Care (Classroom S3)
* Art Room (Classroom S12)
* The school kitchens
* Sixth Form Block (Main Reception)
* School vehicles
* Travel bags (out of school visits)

# 6. Record-keeping and reporting

**6.1 First aid and accident record book**

* An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
* As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
* A copy of the accident report form will also be added to the pupil’s educational record by the Student Support Administrator
* Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of the school should check whether the insurer requires accident records to be retained for a longer period of time.

**6.2 Reporting to the HSE**

The Premises Health & Safety Development Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head teacher or the Premises Health & Safety Development Officer will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

* Death
* Specified injuries, which are:
* 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)
* Any scalding 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
* Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
* Where an accident leads to someone being taken to hospital
* Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
* 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

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
http://www.hse.gov.uk/riddor/report.htm

**6.3 Notifying parents**

The First Aider to attend will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This is only reported after evaluating the severity of the injury; minor injuries that are treated by a first aider will be recorded and only reported to the parent at the discretion of the first aider.

**6.4 Reporting to Ofsted and child protection agencies**

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head Teacher will also notify the Health and Safety Executive (HSE) under RIDDOR of any serious accident or injury to, or the death of, a pupil while in the school’s care.

# 7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

# 8. Monitoring arrangements

This policy will be reviewed by the Premises Health & Safety Development Officer every 2 years.

At every review, the policy will be approved by the Head Teacher (Mrs. Kerry Cooney) and then be approved by the governing body.

# 9. Links with other policies

This first aid policy is linked to the

* Health and safety policy
* Risk assessment policy
* Policy on supporting pupils with medical conditions

### Appendix 1: list of Trained First Aiders

|  |  |  |
| --- | --- | --- |
| **STAFF MEMBER’S NAME** | **ROLE** | **CONTACT DETAILS** |
| Mr. Mathew Fox | Teaching Staff | m.fox@lordswoodtrust.co.uk |
| Mrs. Maxine Pollard | Support Staff | m.pollard@lordswoodtrust.co.uk |
| Mrs. Claire Riley | Support Staff | c.riley@lordswoodtrust.co.uk |
| Mrs. Jenny Redmond | Support Staff | j.redmond@lordswoodtrust.co.uk |
| Miss. Dupinder Bhogal | Support Staff | d.bhogal@lordswoodtrust.co.uk |
| Mrs. Christina Heard | Support Staff | c.heard@lordswoodtrust.co.uk |
| Mr. Luke Partridge | Support Staff | l.partridge@lordswoodtrust.co.uk |
| Mrs. Diane Baxter | Support Staff | d.baxter@lordswoodtrust.co.uk |
| Mrs. Natasha Lawlor | Support Staff | n.lawlor@lordswoodtrust.co.uk |
| Miss Emily Williams | Support Staff | e.williams@lordswoodtrust.co.uk |
| Mrs. Katie Vine | Teaching Staff | k.vine@lordswoodtrust.co.uk |
| Mrs. Emma Aston | Teaching Staff | e.aston@lordswoodtrust.co.uk |
| Miss. Fiona Briggs | Teaching Staff | f.briggs@lordswoodtrust.co.uk |
| Miss. R Gager | Teaching Staff | r.gager@lordswoodtrust.co.uk |
| Mr. R Dhanda | Support Staff | r.dhanda@lordswoodtrust.co.uk |
| Mr. Martyn Hughes | Support Staff to the site team (External Contractor) | r.dhanda@lordswoodtrust.co.uk (Line Manager) |
| Mrs. Manjit Purewal | Support staff to the cleaning / catering team (External Contractor) | r.dhanda@lordswoodtrust.co.uk (Line Manager) |

### Appendix 2: Accident Report Form

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**ACCIDENT/OCCURRENCE/NEAR-MISS REPORT FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Notes on completion**    Data protection | * This report should be completed by a Manager/Supervisor as soon as reasonable practicable.see below\* * Please complete & submit a separate report for each casualty or occurrence. Include and relevant statements and photographs. The Health and Safety Support Team (HSST) within school will report any accidents to the HSE as per RIDDOR. * Complete all relevant sections, preferably in capital letters, and if necessary use a continuation sheet. If you have any problems with its completion please contact the HSST. * Retain a copy of this report for 3 years. This document must be treated as private and confidential. | | | | | | | | | | | | |
| **Part A - Details of Injured Person** | | | | | | | | | | | | | |
| **1. Full Name** | | | | |  | | | | | | | Date of Birth | |
| Male | Female |
| **2. Address, postcode and telephone number** | | | | | Injured persons home address (including post code) | | | | | | | Injured persons telephone number: | |
| **3. Who was involved or injured? (Please underline)**  **\*If other please specify** | | | | | A. School Employee  B. Pupil  C. \*Other (Public, Visitor, Contractor, Service User) | | Job Title | | | | | | |
| **4. Address of Workplace/School** | | | | | Name of School  **Lordswood Girls’ School** | | School address **Knightlow Road**  **Harborne**  **Birmingham**  **B17 8QB** | | | | | | |
| **5. If not Lordswood Girls’ School staff (i.e Contractors) what is Employers’ name and address?** | | | | |  | | | | | | | | |
| **Part B – Details of incident location** | | | | | | | | | | | | | |
| **1. Date and time of incident** | | | | | Date: | | | | | | Time (24 hour): | | |
| **2. Address where accident/incident occurred** | | | | | Did the incident happen at the workplace/school address above? | | | | | | Yes / No (if no fill in address): | | |
| **3. Precise location of incident** | | | | |  | | | | | | | | |
| **Part C – Details of accident and action taken** | | | | | | | | | | | | | |
| **1. Description of the accident/**  **incident** | | | | |  | | | | | | | | |
| **Part D – Details of injury** | | | | | | | | | | | | | |
| **1. Type of injury?** (Please underline) | | | | | A. Fatality B. Major injury or condition C. Was resuscitation required? D. Was patient unconscious? | | | | E. Minor injury (i.e cuts/bruises etc) F. No injury G. No injury visible H. Shock | | | | |
| **2. Describe the injury** | | | | |  | | | | | | | | |
| **Part E – Details of first aid and treatment given** | | | | | | | | | | | | | |
| **1. What treatment was given to the injured person?** (Please underline)  **\*If other please specify** | | | | | A. Taken to Hospital from site of accident by Ambulance.  B. Taken to Hospital - by parent/other\*  C. Remain in Hospital for more than 24 hours | | | | | D. Taken to GP/Dentist by parent/other  E. Treated by a First Aider  F. No treatment | | | |
| Name of First Aider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **2. Describe first aid given** | | | | |  | | | | | | | | |
| **Part F – Contact with Parent/Carer – Please complete relevant sections as appropriate** | | | | | | | | | | | | | |
| **Name of Staff member who contacted Parent/Carer/Family member** | | | | | |  | | | | | | | |
| **1. Method of communication** (i.e Telephone – please state telephone number used) | | Telephone Number: | | | | | | | | | | | |
| Other: | | | | | | | | | | | |
| **2. Name of Parent/Family member spoken to**  (Must be over 18) | | Name: | | | | | | | | | | | |
| Relationship to Student: | | | | | | | | | | | |
| **3. Agreed action between School and Parent/Carer** | |  | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **4. Name of adult who collected child** | | Name: | | | | | | | | | | | |
| Relationship to Student: | | | | | | | | | | | |
| **Part G – Details of Absence from School/Work** | | | | | | | | | | | | | |
| **1. Absence from School/Work?** (Please underline)  (Absence includes weekends/BH if included in time off)  **\*Please state number of days** | | | A. More than 3 days off\*   B. Not Known | | | | | C. No absence   **Number of days:** | | | | | |
| **Part H – To be completed by School Health and Safety Team** | | | | | | | | | | | | | |
| **1. To be completed by the school’s HSST (Health & Safety Support Team)** | | | | Please give details of action taken to prevent an incident/accident recurring following an investigation by the HSST | | | | | | | | | |
| **2. What have you done to prevent a recurrence?** *(i.e have you reviewed and updated risk assessment)* | | | |  | | | | | | | | | |
| **3. Is there any further relevant information? If so please use this section.** *(e.g witness details)* | | | |  | | | | | | | | | |
| **Part J - Manager/ Supervisor details** | | | | Please complete section with details of the Manager/ Supervisor/ Head Teacher details for point of contact. | | | | | | | | | |
| **1. Details about the Manager/ Supervisor/ member of Staff completing this report.** | | | | A. Your name: | | | | C. Signature | | | | | |
| B. Job title: | | | | D. Contact number: | | | | | |
| **Part K – Headteacher details** | | | | | | | | | | | | | |
| **Comments if any**  **Name: Mrs. K Cooney Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | |

**Responsibilities**

**Manager/Supervisor/Teacher** to complete Section A, B, C, J

**First Aider** to complete Section D, E, F

**School HSST** to complete Section G, H

**Headteacher** to complete Section K

Responsibility for overseeing that the form is completed is the **Premises Health & Safety Development Officer**, assisted by the **Office Manager**.

**Accident Reporting**

A folder is located in the school office.

1. Accident Reporting (and near misses) & First Aid and Sickness

**An ‘Accident Form’ must be completed by the teacher/manager/supervisor for every accident which occurs (student, employee or visitor to the school). This includes clubs, out of school activities and educational visits etc.**

It is the responsibility of the person supervising the accident to complete the form.

The school is required to report more serious accidents to the Health and Safety Executive. However **all** accidents need to be reported using the Accident Form.

### 

### Appendix 3: minor injuries accident record form

**Accident Records**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Date/Time** | **Summary of incidents/injuries** | **Treatment** | **Name of First Aider**  **(If applicable)** | **Next of kin informed**  **Y/N** |
| **Example** | **Example** | **Example** | **Example** | **Example** | **Example** |

### Appendix 4: first aid training log

**LORDSWOOD ACADEMIES TRUST**

**FIRST AID TRAINING & QUALIFICATION**

**Course Provider - Birmingham Education Support Services/HMB First Aid Training**

**Qualified Level 3 in First Aid At Work**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **NAME** |  | **QUALIFICATION** | **DATE OBTAINED** | **VALID UNTIL** | **BOOK FOR RENEWAL** | **DIABETES TRAINED** | **CONTRACTOR** |
| 1 | **Claire Riley** | **ST** | L3 First Aid At Work | 04.02.2022 | **04.02.2025** | September 2024 | **Y** |  |
| 2 | **Dianne Baxter** | **ST** | L3 First Aid At Work | 11.03.2020 | **11.03.2023** | September 2022 | **Y** |  |
| 3 | **Robyn Gager** | **TS** | L3 First Aid At Work | 01.10.2020 | **01.10.2023** | July 2023 | **Y** |  |
| 4 | **Matthew Fox** | **ST** | L3 First Aid At Work | 24.05.2021 | **24.05.2024** | February 2024 | **Y** |  |
| 5 | **Fiona Briggs** | **TS** | L3 First Aid At Work | 02.11.2021 | **01.11.2024** | September 2024 | **Y** |  |
| 6 | **Dupinder Bhogal** | **ST** | L3 First Aid At Work | 31.01.2020 | **11.03.2023** | September 2022 | **Y** |  |
| 7 | **Christina Heard** | **ST** | L3 First Aid At Work | 31.01.2020 | **11.03.2023** | September 2022 | **Y** |  |
| 8 | **Rupinder Dhanda** | **ST** | L3 First Aid At Work | 31.01.2020 | **11.03.2023** | September 2022 | **Y** |  |
| 9 | **J.Redmond** | **ST** | L3 First Aid At Work | 24.05.2021 | **24.05.2024** | February 2024 | **Y** |  |
| 10 | **M.Pollard** | **ST** | L3 First Aid At Work | 24.05.2021 | **24.05.2024** | February 2024 | **Y** |  |
| 11 | **Emma Aston** | **TS** | L3 First Aid At Work | 02.11.2021 | **01.11.2024** | September 2024 | **Y** |  |
| 12 | **Katie Vine** | **TS** | L3 First Aid At Work | 17.11.2021 | **16.11.2024** | September 2024 | **Y** |  |
| 13 | **Natasha Lawlor** | **ST** | L3 First Aid At Work | 17.11.2021 | **16.11.2024** | September 2024 | **Y** |  |
| 14 | **Emily Williams** | **ST** | L3 First Aid At Work | 17.11.2021 | **16.11.2024** | September 2024 | **Y** |  |
| 15 | **Luke Partridge** | **ST** | L3 First Aid At Work | 17.11.2021 | **16.11.2024** | September 2024 | **Y** |  |
| 16 | **Martyn Hughes** | **C** | L3 First Aid At Work | 17.11.2021 | **16.11.2024** | September 2024 | **Y** | Damion Thorpe Ltd |
| 17 | **Manjit Purewal** | **C** | L3 First Aid At Work | 17.11.2021 | **16.11.2024** | September 2024 | **Y** | CleanTec / Aspens |
|  |  |  |  |  |  | ***Reviewed by:*** | ***R.Dhanda*** |  |
|  |  |  |  |  |  | ***Reviewed date:*** | ***January 2022*** |  |