



Independent School for Girls Aged 2 to 18  
and Boys Aged 2 to 11

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# WELLNESS CENTRE: FIRST AID POLICY WHOLE SCHOOL

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Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Joanna Fox

Governor Committee Review: Pupil Welfare

Next Review Date: February 2022

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Since 1893

### 1 Aims

#### 1.1 This policy aims to:

- a. Provide effective, safe first aid cover for pupils, staff and visitors.
- b. Ensure that first aid information is readily available and that all users of the School know how to call for help.
- c. Ensure that first aid kits for minor injuries are available throughout the School for use by all staff and that they are maintained regularly.
- d. Provide awareness of health and safety issues within the School and on school trips, to prevent, where possible, potential dangers or accidents.

#### 1.2 This policy works in conjunction with the HLC Health and Safety Policy and ensures the school remains a safe environment for its community.

### 2 Introduction

- 2.1 First Aid can save lives and prevent minor injuries becoming major ones. HLC seeks to ensure that there are adequate and appropriate equipment and provisions for providing first aid in accordance with the Health and Safety at Work Act 1974 (HSWA). Furthermore, it recognises that the school provides qualified first-aid personnel in accordance with The Health and Safety (First Aid) Regulations 1981.
- 2.2 Health and Safety legislation places a duty of care on employers for the health and safety of their employees and anyone else on the school premises: this would include the Principal, teachers, non-teaching staff, pupils and visitors. This policy covers: who is responsible for duties within the school; the number of first aiders/appointed persons on site; the numbers and locations of first-aid materials; arrangements for off-site/trips; and in and out of school hour's arrangements.
- 2.3 Harrogate Ladies' College recognises that it has a duty to protect the health and safety of staff, pupils and visitors to the premises. The Principal has overall responsibility for first aid provision. Responsibility for day to day first aid procedures, however, has been delegated to the Health and Safety Management Committee which reviews the school's first aid needs regularly and ensures that provision is adequate.
- 2.4 The Health and Safety Management Committee consists of 2 school governors, the Estates Manager (who is the school Health & Safety Officer), the Senior Deputy, the Senior Master and Head of Highfield.
- 2.5 All staff, pupils and visitors are expected to have high regard for safety at all times. In the event of an accident all members of the school community should be aware of the support available. If anyone has any concerns about first aid at the School, they should inform the Wellness Centre.

### 3 Responsibilities

- 3.1 The school is divided into different bodies: School Governors, Senior Staff, Teachers, other staff and pupils. All of these bodies should be aware of relevant health and safety issues, together with knowledge of the systems and procedures that have been put in place to prevent where possible, potential dangers and accidents occurring both within the school and on school trips to ensure the wellbeing of the school community as a whole.
- 3.2 With this in mind the following list outlines who is responsible for Health and Safety decisions within the school:

#### School Governors

- 3.3 The Board of Governors of Harrogate Ladies' College (HLC) recognises that under the Health and Safety at Work etc. Act 1974 it has a duty to ensure, so far as is reasonably practical, the safety, health and welfare of all persons affected by its activities, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using HLC premises or participating in HLC-sponsored activities. It believes that the prevention of accidents, injury or loss is not only essential to the efficient operation of HLC but is also an essential aspect of the education of its pupils.
- 3.4 The School Governors have appointed a Health and Safety Management Committee to consider and advise on Health and Safety matters within the School. The Health & Safety Management Committee meet once a term (see 2.4 above for members of the committee).
- 3.5 The aim of the Health and Safety Committee is to assist HLC in ensuring so far as is reasonably practical that they have the policies and procedures in place to provide a safe and healthy working and learning environment for staff, pupils and visitors through:
- Provision and maintenance of safe workplaces, and safe systems of work - maintaining and developing the Health & Safety policies and procedures so they remain relevant and up to date
  - Clear definition of responsibilities of employees at all levels
  - Provision of appropriate information, instruction, training and supervision - Monitoring effectiveness of safety communications and Health & Safety training
  - Provision of effective systems of communication on all health and safety matters - consideration of reports and information from HLC Health & Safety Representatives advising key issues, risks and proposed corrective action.
  - Adequate opportunities for employee consultation on health and safety matters



- Review effectiveness of measures being taken to ensure the Health & Safety at work of staff, pupils and visitors including liaison and review of reports from the HLC Staff Health and Safety Sub-Committee.
  - Co-operation with other organisations in respect of health and safety
- 3.6 As part of the above remit the Health and Safety Management Committee review the first aid needs of HLC in liaison with the Health and Safety Management Sub Committee whenever any associated change is proposed or following periodic reviews by the Wellness Centre and Health and Safety Officer.
- 3.7 The First Aid policies are developed on the basis of suitable and sufficient risk assessments undertaken by relevant parties.
- 3.8 The School Governors require that the Director of Finance ensures that the School's insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

### **Health and Safety Management Sub Committee**

- 3.9 The HLC Health & Safety Management Sub Committee meets once a term reporting to the governors Health and Safety Management Committee. The HLC Staff Sub Committee is chaired by the Estates Manager (Health & Safety Officer) and includes a School Nurse, Maintenance & Safety Manager, Senior Deputy , together with co-opted teaching and non-teaching staff from across the school including Highfield, Highfield Pre School, PE, Science, Art, Technology, Domestic and Catering Staff.
- 3.10 In respect of First Aid, the Health & Safety Officer and School Nurse in liaison with the Health and Safety Management Sub Committee are responsible for ensuring procedures are in place to:
- Review first aid requirements according to the nature of activities within each department(s) as processes, staff or the environment change;
  - Determine the number of first aiders to appoint;
  - Identify if any departments present special/unusual hazards, and whether any additional and specific training in first aid treatments is required;
  - Co-ordinate the first aid training for each department; keeping up to date records of training and expiry dates for first aiders within each department;
  - Inform everyone within each department of arrangements made for first aid, and keep them informed of any changes;
  - Ensure that visitors to each department are aware of how to summon first aid assistance; and
  - Check that appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in conspicuous places.



### **Senior Staff (including the Principal)**

- 3.11 The Principal's responsibility is to ensure the policies of the School Governors are put into practice and to ensure that parents and guardians of pupils at HLC are aware of the School's Health and Safety policy including arrangements for First Aid.
- 3.12 Ensure that the school provides adequate First Aid cover in accordance with legislation.
- 3.13 Ensure that all members of the school community (pupils and staff) receive treatment wherever needed and the accompanying paperwork is completed.
- 3.14 Ensure all staff are made aware of policies and procedures within the school (through INSET and Induction) and where to find them on the intranet.

### **Senior Staff, Teachers and all other staff**

- 3.15 Endeavour at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
- 3.16 Familiarise themselves with the first aid procedures in operation and ensure that they know who the First Aiders are.
- 3.17 Ensure that pupils are aware of procedures and the existence of the Wellness Centre.
- 3.18 Ensure that an injured pupil is kept safe until help has been sent for and arrived.
- 3.19 Call the Wellness Centre (extension 215) for help. If they are able to walk, once advised by wellness team, send the pupil to the Wellness centre and ensure they are accompanied by another pupil or member of staff as appropriate.(socially distanced or wearing relevant PPE as required
- 3.20 Call an ambulance if a pupil is suffering from an immediately life threatening condition. The staff member should then alert the Wellness Centre on extension 215.
- 3.21 When conducting a school trip, teachers should ensure that they are aware of any specific conditions a pupil has or any medication(s) that a pupil is taking or may need (see 'Off Site Visits Policy'). The member of staff should ensure they have access to pupil care plan
- 3.22 Teaching staff should not administer any medication without consulting the Wellness Centre first. House staff may administer house stock medicines without prior consultation with the Wellness Centre in accordance with the Administration of Medicines Policy, but all relevant records must be consulted first and the administering of any medicine must be recorded with date and time on the pupils record within iSAMS.
- 3.23 Staff should be aware of their own personal safety and of those around them.



### 4 First Aider Team

- 4.1 The school recognises that teachers' conditions of employment do not include giving first aid. However, teachers and other staff in charge of pupils are expected to use their best judgement at all times to ensure the welfare of the pupils is paramount. The school therefore ensures that in addition to the School Wellness Centre we also have an adequate number First Aiders in place across the site comprising teachers, non-teaching staff, resident and non-resident house staff with the appropriate level of First Aid training.

#### School Doctor and Wellness Centre

- 4.2 By the end of the first week of term, the Wellness Centre will provide a list of new pupils' known medical conditions via the Conditions Report on ISAMS. The Wellness Centre will maintain a file of up to date medical consent forms for pupils (once completed by parents) and ensure that this information is readily available for staff responsible for school trips and outings.
- 4.3 Wellness Centre staff will be on hand during term time to treat any minor medical condition for pupils, staff or visitors within their professional capability or to refer a casualty to the appropriate health services. Anyone with a serious injury and/or requiring emergency treatment should be sent or taken directly to hospital.

#### First Aiders

- 4.4 First aiders will receive training and attend regular refresher courses to ensure that skills are maintained. When arranging first aid courses we will ensure that first aiders for specific areas will also be trained in any specific requirements for that area. For example, resuscitation techniques differ depending on the size and physical development of the body. As such, first aiders providing cover for Highfield Pre-School will require training in paediatric first aid and those providing cover for Highfield Prep School will require a combination of both skills due to the age group concerned (4-10).
- 4.5 The number of first aid personnel is based on the number of pupils and employees, taking into consideration adequate provision for leave and absences, off-site activities, practical departments (e.g. Science, Physical education) etc. Ideally, due to the increased risk of sports injuries, all PE staff should have awareness of first aid, with a number of key personnel trained to a higher level.
- 4.6 The DfE recommends one first aider for every 50 people in a medium risk environment and one for every 100 people in a low risk environment: a school will have a mixture of both. The School has about 750 people on site during term time and therefore should have a minimum of 8 first aiders. Numbers will vary during school holidays: it is estimated that about 50 people will be on site, and therefore at least 1 first aider should be available (more will be required if there are other events/activities taking place). At



least one person with a paediatric first aid certificate will be on the premises at all times when Early Years pupils are present.

- 4.7 All First Aiders have completed a training course as approved by the Health and Safety Executive (HSE). This means that they must hold a valid certificate of competence in either:
- a. First Aid at Work (FAW) issued by a training organisation approved by the HSE or
  - b. Emergency First Aid at Work (EFAW) issued by a training organisation approved by HSE or a recognised Awarding Body of Ofqual/ Scottish Qualifications Authority.
  - c. Other qualifications recommended include:
    - Paediatric First Aid Certificate
    - National Pool Lifeguard Qualification
    - National Teacher Rescue Award
- 4.8 The main duties and responsibilities of a First Aider are to:
- a. give immediate help to casualties with common injuries and illnesses and those which occur as a direct result of specific hazards within schools; and where necessary ensure that an ambulance is called;
  - b. In all instances the First Aider should notify the Wellness Centre of any incidents at the earliest opportunity;
  - c. Ensure that an accident form is completed appropriately and handed in to the Wellness Centre;
  - d. To safeguard the patient's clothing and possessions;
  - e. To respect patient confidentiality;
  - f. To know their own work area well, paying special attention to potential hazards, and know the correct treatment for injuries common to that area;
  - g. To keep their first aid box(es) clean and liaise with the Wellness Centre to ensure they are adequately stocked at all times, disposing of any damaged, open or expired materials in the appropriate manner;
  - h. To clean and maintain in a good state of repair all ancillary equipment within their area, e.g. eye wash bottles etc;
  - i. To promote accident prevention and safe working practice; and
  - j. First Aiders are required to update their training every three years. This is coordinated by the Wellness Centre.



- 4.9 The Wellness Centre will also ensure that the list of First Aiders within the school is kept up to date at all times, the list of First Aiders together with contact numbers is available in the School Office (see Appendix 3 for current list).
- 4.10 The Wellness Centre is responsible for ensuring that this list is distributed to staff delegated to restocking first aid boxes, to be displayed with each box.
- 4.11 The Wellness Centre and Health Safety Officer regularly review the current number of First-Aiders on site and whether they are all trained to meet the standards required.

### **House Staff**

- 4.12 House Staff also have a vital role to play in the provision of first aid treatment. In particular, they should investigate the circumstances of a pupil feeling unwell, especially in the case of headaches, to ensure that they are not caused by an injury. If in any doubt, the pupil must be referred to the Wellness centre for examination during Wellness Centre opening hours & outside of this, advice should be sought from the NHS 111 service
- 4.13 All House staff should retain an up to date First Aid at Work qualification.

### **Appointed Person**

- 4.14 An appointed person is there to support the first aiders. He/she should take charge when someone is injured or becomes ill until a suitable qualified person is available and ensures that an ambulance or other professional medical help is summoned when appropriate.
- 4.15 The appointed person at HLC is usually the Nurse on duty.

## **5 Accident Book Reports**

- 5.1 Staff will be told at induction about accident/incident reporting procedures. Members of staff are to report all accidents to their line manager. Even minor accidents can result in future issues and great care must be taken to ensure they are recorded immediately. Staff will also be reminded that the proper recording of all accidents/incidents is in their own interests.
- 5.2 An accident form should be completed after any accident, dangerous occurrence, or sudden illness requiring immediate resuscitation or occasion of reportable illness. The form should be completed by the person involved, or if they are unable to complete it themselves, then by an adult witness or the first person they are able to report the accident to.
- 5.3 Accident books which are data protection compliant are located in each department throughout the campus. Should for some reason, an accident book not be available the accident report form at Appendix 2 of the HLC Health & Safety Policy can be copied and used.



- 5.4 The accident form will detail the date, time and place of the incident, personal details of the person(s) involved and person completing the accident form, brief description of how the accident occurred and the cause if known together with details of any injury suffered.
- 5.5 All completed accident reports are to be submitted to the Wellness Centre for review and collation.
- 5.6 If the person involved attends the Wellness Centre, details of any treatment given there are also recorded on the pupil's medical file (if a pupil) via ISAMS, or in the Wellness Centre accident book if a member of staff or visitor to the School.
- 5.7 Parents or Guardians of pupils will normally be contacted and informed of the incident by the Wellness Centre staff unless they are Gillick competent and expressly ask that the matter is kept confidential.

## **6 Incident Reporting**

- 6.1 Members of staff are to report all accidents or incidents to their line manager. The manager and other identified staff below will then take the following steps:
  - a. Ensure any reported accident, no matter how minor and regardless of who the victim is, has been recorded in an accident book and the completed accident report has been submitted to the Wellness Centre;
  - b. Heads of departments and line managers will carry out short investigations where the accident requires a level 1 or 2 investigation (refer to Incident Investigation table in the HLC Health and Safety Policy);
  - c. The Wellness Centre will forward any reports which require to be reported to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Estates Manager;
  - d. The Estates Manager, with the assistance of our external Safety Advisers if required, will make all RIDDOR reports as soon as possible. Where possible the report will be made electronically at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) ;
  - e. Fatal and specified injuries only can be reported on 0845 3009923;
  - f. The Estates Manager will then decide what further action/investigation is necessary and inform the Board of Governors and our external Safety Advisers if the severity of the accident requires it; and
  - g. If bodily fluids have been spilled, please refer to the Wellness Centre policy: 'Control of Infectious Diseases and Cleaning of Blood and Bodily Fluids.'

## **7 First-Aid Materials and Equipment**

- 7.1 First aid boxes are provided by the Wellness Centre. The First Aid boxes are checked once every 6 weeks by a member of the Wellness Centre team. The contents of the



boxes are in line with the Health and safety requirements, with every 1<sup>st</sup> Aid boxes there is a separate PPE kit.

- 7.2 Further First Aid Boxes are kept in the following locations: Kitchen, Sports Hall, Highfield, Science Block, Office, Swimming Pool, Highfield Pre-School, Gym, Art Room, Textiles, Maintenance and Domestic office and all boarding Houses
- 7.3 All School vehicles are to carry appropriately stocked first aid kit which is checked and re-stocked by the person responsible for the general maintenance of the vehicle and as the main driver.
- 7.4 Science Department: Due to specific potential dangers within the Science department, the Heads of Department should ensure that science staff have received training to deal with potential accidents with chemicals, fire and the less usual circumstances where staff/pupils may be injured. This is reviewed annually.

### **First Aid “Out of Hours”**

- 7.5 As HLC is a boarding school, first aid cover during term time will be office hours 8.30 am – 5.00 pm. During school holidays, first aid cover will be provided for and by the staff who remain on site. First aiders will be appointed with school holiday cover in mind, so that the closure of the Wellness Centre during the holidays does not lead to less effective cover.
- 7.6 Staff organising events should ensure that all external organisations hiring parts of the School are required to familiarise themselves with the first aid procedures and locations of first aid kits in relevant areas of the school.

### **Off-site First Aid Cover**

- 7.7 When pupils are on approved school trips, first aid arrangements are detailed in the risk assessment. Insurance details are provided to those organising trips. A designated member of staff should have a suitably equipped first aid box and appropriate telephone numbers to summon aid if required. First Aid boxes are available upon request from the Wellness Centre based on the number of persons on the trip.
- 7.8 Medical contact and information forms are sent to all parents asking them to supply detailed information on their child’s medical conditions. Staff in charge should ensure that for every pupil taken on a school trip they have a completed medical consent form indicating any specific conditions or medications of which they should be aware. Medical consent forms for boarders can be obtained on request from the Wellness Centre.
- 7.9 If pupils are ill or injured abroad, the local emergency services or hospital/medical centre should be contacted.
- 7.10 When at the premises of a third party where first aid arrangements are assessed to be adequate to cover the School’s needs, those concerned should obtain details of the first



aid arrangements in advance and familiarise themselves with them on arrival at the premises.

- 7.11 It is the responsibility of the member of staff organising out of school trips to inform the Wellness Centre and Senior Master or Head of Highfield of the names of pupils, nature, and length of trip, preferably at least two weeks before planned trip.
- 7.12 The Wellness Centre nurses will inform the trip leader of any specific health issues individual pupils have via the trips report. If deemed appropriate, the Wellness Centre nurse will invite the trip leader to the Wellness Centre prior to the trip to discuss care plans and medication for pupils who have specific medical issues.
- 7.13 The school strongly recommends that trip leaders endeavour to ensure there is a first aider present on all trips.
- 7.14 After consideration of the nature of the trip and possible health issues of pupils attending, the Wellness centre will inform the trip leader if it is felt that additional first aiders must be present.
- 7.15 On the day before the trip, the trip leader or delegated member of staff will collect from the Wellness Centre the trips first aid bag or bags, and emergency asthma pack if required.

### **8 Pupils with specific First Aid needs**

- 8.1 Staff have access to a list of pupils who are subject to severe allergic reactions or other potentially life threatening conditions (asthma, epilepsy, diabetes) both on the School intranet (iSAMS) and on a paper copy held in the staff room. Please also refer to separate Wellness Centre policies on Asthma, Epilepsy and Diabetes giving further guidance on these specific conditions.

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## Appendix 1: What to do in the event of an accident or illness

### In an emergency:

- a. Dial 999 for the emergency services. Give as exact a location as possible (what3words location = visa.valid.wiped), and send someone to the main school gates to direct the ambulance when it arrives.
- b. Emergency aid should be started or simple airway measures instigated, if appropriate.
- c. Stay with the casualty until they are handed over to the care of a doctor, paramedic, hospital accident and emergency unit personnel or other appropriate person.

### **Contact Number:**

<b>Wellness centre Internal Ext.</b>	<b>215</b>
<b>Direct Line</b>	<b>01423 537003</b>
<b>Emergency Phone</b>	<b>07833 445016</b>

- d. Any pupil sent to hospital by ambulance should be accompanied in the ambulance by a member of staff at the request of paramedics or followed to hospital by a member of staff to act in Loco Parentis, and if possible met at hospital by a relative. During Covid pandemic, staff may travel separately as per government guidance.

### At Other Times - where an ambulance is not required:

- a. If the injury is serious but an ambulance is not deemed necessary (by the emergency services call centre) take the injured person directly to hospital.
- b. Any casualty who has sustained a significant head injury should be taken to hospital. Parents or next of kin are to be informed about all head injuries promptly.
- c. Parents or Carers of Early Years Pupils will be informed of any accident or injury sustained by the child and any first aid given on the day of the incident or as soon as reasonably practicable afterwards.
- d. Call for a member of the first aid team to treat any injured person and inform the Wellness Centre.
- e. In the event of an accident, a casualty should not be moved (unless in immediate danger) until he/she has been assessed by a qualified first aider.
- f. During term time, send any pupil or staff member who has minor injuries or feels generally unwell to the Wellness centre (they should be accompanied) after first contacting the nurse on duty to discuss, due to Covid restrictions. During school holidays, such casualties should be sent to their own GP practice or advised to contact NHS 111 service for appropriate advice.
- g. Liaise with teaching staff to ensure that lessons are covered in the event of an absent teacher.
- h. Report all accidents and injuries and complete an accident book form



## Appendix 2: Contacting Emergency Services

Dial 999, ask for appropriate emergency services and be ready with the following information:

1. Your telephone number...
2. Give your location as follows (insert school/setting address):  
***Harrogate Ladies' College / Highfield / Highfield Pre School***
3. State that the postcode is: ***HG1 2QG***
4. Give exact location in the school/setting e.g. *Sports Hall or Swimming Pool* and provide 'what3words' location if possible
5. Give your name...
6. Give name of injured person and brief description of their symptoms...
7. Inform 999 control of the best entrance and state that the crew will be met and taken to...



### Appendix 3: First Aiders at HLC (as at February 2021)

<b><u>LEVEL 2 AWARD IN EMERGENCY FIRST AID AT WORK</u></b>			
<b>Surname</b>	<b>Forename</b>	<b>Completed Training</b>	<b>Expiry Date</b>
Halladay	David	08/07/2019	08/07/2022
Massey	Peter	08/07/2019	08/07/2022
Miles	Jack	08/07/2019	08/07/2022
Sangster	Sandy	07/2017	07/2020
Hinchcliffe	John	07/2017	07/2020
Barwick	Malcolm	07/2017	07/2020
Kirouani	Catherine	07/2017	07/2020
Frampton	Jo	07/2017	07/2020
Baskind	Rachel	07/2017	07/2020
Priestley	Nikki	07/2017	07/2020
Barnett	Nicola	07/2017	07/2020
Hart	Andy	07/2017	07/2020
Barrett	Sue	09/07/2018	09/07/2021
Van Zeller	Vicky	09/07/2018	09/07/2021
Johnson	Graham	09/07/2018	09/07/2021
Hickling	Geoff	09/07/2018	09/07/2021
Gravestock	Liz	09/07/18	09/07/2021
Dinsdale	Annette	09/07/18	09/07/2021

*This policy applies to all members of our school community, including boarders and those in our EYFS setting.*



## Wellness Centre : First Aid Policy Whole School

Daynes	Lyndsay	09/07/18	09/07/2021
Brookes	Laura	09/07/18	09/07/2021
Briscoe	Chris	09/07/18	09/07/2021
Bamforth	Craig	09/07/18	09/07/2021
Sichalwe	Elisabeth	09/18	09/21
Beaumont	Melinda	09/18	09/21
Hickling	Geoff	09/18	09/21
Hartley	Robin	05/19	04522
Horgan	Bonnie	05/18	05/22
Parker	Sarah	08/07/2019	08/07/2022
Savile	James	08/07/2019	08/07/2022
Alp	Christine	08/07/2019	08/07/2022
Ashcroft	Rebecca	08/07/2019	08/07/2022
Bradley	Carole	08/07/2019	08/07/2022
Payne	Mark	08/07/2019	08/07/2022
Scott	Nicole	02/09/2017	02/09/2020
Hill	Lotti	19/11/2017	19/11/2020
Herdman	Christine	27/02/2018	27/02/2021
Cantwell	Clare	29/9/2017	29/9/2020
Windross	Ken	08/07/2019	08/07/2022
Wheeler	Francesca	08/07/2019	08/07/2022

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<b><u>TQUK LEVEL 3 AWARD IN PAEDIATRIC FIRST AID (QCF)</u></b>			
<b>Surname</b>	<b>Forename</b>	<b>Completed Training</b>	<b>Expiry Date</b>
Foreman	Gillian	08/07/2019	08/07/2022
Simcock	Lorraine	08/07/2019	08/07/2022
Townend	Kelly	08/07/2019	08/07/2022
Wheeler	Louise	08/07/2019	08/07/2022
Wright	Caroline	08/07/2019	08/07/2022
Campbell	Sheryl	07/2017	07/2020
Miller	Sarah	07/2017	07/2020
Holmes	Julia	07/2017	07/2020
Lloyd	Lesley	07/2017	07/2020
Morgan	Rachel	07/2017	07/2020
Atkinson	Daniel	15/03/19	15/03/22
Brown	Sam	10/2018	10/2021
Squires	Louise	08/07/2019	08/07/2022
Gravestock	Liz	08/07/2019	08/07/2022