

# Holy Trinity CE Junior School



**Policy for:**

**Health and Safety Policy**

**Written by:**

**LBS Health and Safety**

**Date reviewed:**

**Spring 2025**

**Review Date:**

**Spring 2027**

<b>Motto</b>	<b>Only with Thee, O God, we journey safely on</b>
<b>Vision</b>	Exemplary education for all, through God's amazing grace.
<b><u>4 year Vision target:</u></b>	By the end of July 2027: attainment and progress will remain above or within the national average; children will retain their knowledge securely; children will confidently articulate Christian values, children will be proactive learners and have aspirations for what they can achieve in life; children recognise how to behave towards one another in everyone's best interests; children will know how to be healthy, safe and enjoy life to the full!
<b><u>Values</u></b>	<b>Learning, Dignity, Integrity, Confidence, Love</b>
<b><u>Values statement</u></b>	<b>Learning</b> together, as we journey with God in <b>Love</b> , we act with <b>Integrity</b> , treat others with <b>Dignity</b> and grow in <b>Confidence</b> .
<b>We Learn:</b>	<b>"Everything was created through Jesus and for him" Colossians 1.16.</b> The sub values are: Curiosity, Wisdom, Teamwork, Hard Work and Failing Well
<b>We Love:</b>	<b>"We love each other because he loved us first" 1 John 4.19.</b> The sub values are: Community, being Non-judgmental, Forgiveness, Compassion and Kindness
<b>We act with Integrity:</b>	<b>"People judge by outward appearance, but the Lord looks at the heart" 1 Samuel 16.7.</b> The sub values are: Faithfulness, Generosity, Honesty, Trustworthiness, Self-Control and Responsibility
<b>Each person has Dignity:</b>	<b>Each person has Dignity: "So God created human beings in his own image." Genesis 1.27.</b> The sub values are: Equality, The Whole Person, Every Person, Tolerance and Advocacy
<b>We have Confidence:</b>	<b>We have Confidence: "Blessed are those who trust in the Lord and have made the Lord their hope and confidence." Jeremiah 17:7.</b> The sub values are: Wholeheartedness, Hopefulness, Joy, Humility and Resilience

## Introduction

The School is committed to ensuring a safe and healthy learning environment for students, employees and others affected by the school's undertaking.

We identify complying with the legislation as the minimum level of achievement, but will strive for better than minimum where reasonably practicable. We are committed, so far as reasonably practicable, to ensure the health, safety and welfare of staff, students and others. We are committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor whether at our premises or affected by our work activities.

We believe that it is an important part of everyone's job to try to prevent injury or ill-health to employees, students and visitors and that managers have a key role in the prevention of accidents and ill-health occurring.

## Statement of Policy

In accepting this responsibility, the School will, so far as reasonably practicable:

1. provide and keep plant and equipment and systems of work that are safe and suitable;
2. provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors;
3. provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work;
4. ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;
5. provide forums for active employee involvement in the continuous improvement of health and safety throughout the schools activities, as staff make an invaluable contribution to reducing risks.

The School can only achieve the above with the cooperation and involvement of all employees, students, governors, parents and visitors in fulfilling these policies.

The school has access to a competent health and safety advice who provides support

### Health and Safety Teams

LB of Sutton and Affiliated Schools	Royal Borough of Kingston and LB of Richmond
London Borough of Sutton Civic Sutton SM1 1EA <a href="mailto:healthandsafety@sutton.gov.uk">healthandsafety@sutton.gov.uk</a>	Royal Borough of Kingston Guildhall 2, High Street, Kingston upon Thames KT1 1EU <a href="mailto:healthandsafety@sutton.gov.uk">healthandsafety@sutton.gov.uk</a>

This policy statement and the accompanying procedures will be reviewed every **2 years** and updated as necessary by the School's Governing body.

## **Health and Safety Organisational Arrangements**

### **Head Teacher and Governing Body**

The health and safety culture of the organisation is determined by the Head Teacher and Governing Body. They will help ensure the school remains a safe and healthy environment by carrying out the following:

1. agree the strategy to ensure health and safety remains a priority across the school that allows all to take part and all to take pride;
2. ensure senior managers have systems in place to minimise the risk to themselves, staff, students, contractors, members of the public and anyone else affected by the activities of the school;
3. receive and act upon information from managers, Health and Safety Team (who act as the school's competent health and safety advisor, as noted in the requirement of regulation 7 of the Management of Health and Safety at Work regulations 1999) and Trade Unions about the continuous progress being made in creating a safer and healthier school;
4. ensure suitable child safeguarding procedures and controls are in place;
5. ensure adequate resources are made available for new and emerging risks;
6. integrate health and safety into the communications strategy so that staff can see the school takes its' health and safety responsibilities seriously;
7. include health and safety performance in the Head Teacher's annual report
8. set a personal example.

### **Health and Safety Governor (if applicable)**

The elected Health and Safety Governor has the responsibility to liaise with the Head Teacher and others on health and safety issues. Their duties are to:

1. monitor the action plans developed from the Health and Safety Team audits/inspections and ensure adequate resources are identified by the Governing Body to make improvements;
2. take an active part in school inspections and monitor the follow up actions;
3. review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school;
4. Commend staff and students where health and safety improvements have been made;
5. set a personal example.

### **Senior Leadership Team – HT, DHT, SENDco and SBM**

The role of the Senior Leadership Team (SLT) in setting the agenda for improving health and safety performance is key to enable cost savings, through directing and monitoring employees' health and safety performance. The SLT members' duties are to:

1. ensure there are suitable risk assessments and accompanying procedures developed to meet the needs of the School;
2. ensure there is a comprehensive training programme for managers and staff to provide them with the competence required to carry out their duties efficiently, minimising the risks to themselves, students and others who may be affected by the work they carry out so all can take part and all can take pride;
3. review regular reports from Health and Safety Lead and the school's Health and Safety Committee to ensure continuous progress is being made to make this a safer and healthier federated school and provide an annual report to the Governing Body on progress;
4. ensure there are comprehensive communications with staff (minimum annual reminders emailed), parents (or guardians) and students about health and safety issues and how they are being addressed;
5. actively monitor health and safety performance -site is monitored regularly, includes identifying staff who are not acting in a safe way i.e., walking with hot drink in corridors without lids. and promote a positive culture by carrying out periodic health and safety tours of the workplace;
6. contact their health and safety advisors for assistance where required;
7. set a personal example.

SLT members will attend relevant H&S training.

**Health and Safety Lead (HSL) (if applicable – or the duties should be incorporated into SLT and Head Teacher)**

The School has appointed the **SBM** as the Health and Safety Lead. The role of the Health and Safety Lead (HSL) in improving health and safety performance is a pivotal one, through liaising with managers on health and safety performance and informing SLT of the progress being made. The duties of HSL are to:

1. ensure the effective implementation and compliance with school policy and relevant legislation impacting school; create a positive health and safety culture so all can take part and can take pride;
2. receive regular reports from line managers on how risks have been assessed, what management action has been taken and any outstanding issues;
3. ensure all inspections, maintenance of plant and equipment is carried out in line with statutory requirements and guidance and that adequate records are kept;
4. work with managers to identify suitable health and safety training that is available for all managers, staff and students;
5. ensure the use of the Corporate Warning System (or similar systems) is embedded into all operational and emergency procedures where needed, for schools within the London Borough of Sutton;
6. ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the school;
7. liaise with the Health and Safety Team as the School's competent advisor on relevant matters and share good practice with other schools;
8. actively monitor health and safety performance to improve the culture by carrying out periodic health and safety tours of the workplace;
9. ensure adequate investigation of accidents and incidents and report to the Health and Safety Team within seven days
10. set a personal example.

The HSL will attend relevant H&S training, online or class based.

## **Site Manager**

The role of the Site Manager is important for ensuring the building, plant and fabric is in good condition and safe for use. The duties of Site Manager are to:

1. liaise with the HSL to ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health;
2. ensure the school is kept clean and tidy to reduce the risk of slip and trip accidents;
3. maintain adequate records for works carried out by the Site Manager such as the inspection of play equipment etc and weekly fire alarm tests;
4. ensure contractors are suitably monitored and have access to relevant information, such as the school's Asbestos Register.

The Site Manager (and site team) will attend relevant H&S training, online or class based.

## **Staff**

The staff's actions are the foundation of our health and safety culture. The duties of staff are to:

1. work safely for themselves, students and others, helping to create a positive health and safety culture in their work area / activities;
2. follow safe working practices identified from risk assessments and keep their line manager up to date with any problems arising from the work;
3. take an active part in carrying out risk assessments and giving practicable suggestions to improve safety and health. Staff experience is an important resource for developing suitable health and safety controls;
4. attend health and safety training as identified and agreed with their line manager and Health and Safety Lead, including induction training;
5. give all necessary help to students, contractors and members of the public to ensure their safety;
6. make themselves familiar with all emergency procedures and safety equipment on the premises and not intentionally or recklessly interfere or misuse anything provided for health and safety;
7. use equipment and materials in the way they are designed to be used;
8. immediately report to line manager all illnesses, accidents, unsafe conditions, acts of violence, hazards and any situation that may compromise health and safety;
9. immediately, if safe to do so and within their level of competence, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards then they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken;
10. where required, contact Health and Safety Team directly if they have serious H&S concerns;
11. set a personal example for colleagues and students.

## **Students**

The School provides an excellent learning environment. To help maintain this, students are actively encouraged to improve their risk awareness and are supported by the school to learn key life skills on managing risks to themselves. The duties of students are to:

1. follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff;
2. encouraged to raise any health and safety concern with staff and to report all accidents;

## **Volunteers**

Volunteers are a valued and key part of the School. They will be given the same protection as staff identified in the risk assessment and school procedures. Their duties are to:

1. follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff;
2. encouraged to raise any health and safety concern with staff and to report all accidents;

## **Visitors**

The school welcomes visitors and they are provided with health and safety guidance when signing in at reception. Visitors will not be left unsupervised, especially when students are on site, without suitable safeguards in place.

## **Accident, Incident, Violence, Near Miss Reporting**

The school will investigate and record all accidents, incidents and near misses as appropriate, following Corporate Health and Safety guidance.

Where a serious accident or incident happens, the Health and Safety Team should be informed immediately by telephone on **020 8770 5023 (Sutton Affiliated Schools)** or **0208 647 5161 (Kington/Richmond)**

The Head Teacher and HSL will ensure the Health and Safety Team receive the report within seven days of the incident.

The Health and Safety Team will report accidents and incidents (under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations) to the [Health and Safety Executive](#), on behalf of the school, where the Health and Safety Team's accident/incident reporting system is used (and upon request where this system is not used.)

The School will keep a record of all accidents/incidents and keep copies where required. This may be electronically or hardcopy, depending on the system used.

Accidents/incidents reports involving children must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g., child protection and SEN students). Accidents involving adults will be kept for three years.

## Asbestos

Where the school (or part of the building) was built before 2000, there will be suitable asbestos controls in place.

The SBM has been trained as the Asbestos Duty Holder's representative, called the **Responsible Person** and is responsible for ensuring the School's Asbestos Register and **Asbestos Management Plan** are up to date and are read and signed by all contractors prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos conditioning materials.

Staff must not affix anything to walls, ceilings or carry out invasive works etc. without first obtaining approval from the Site Manager or Responsible Person.

Staff must report any damage to suspected asbestos materials immediately to the Site Manager or Responsible Person.

Where damage to asbestos (or suspected asbestos) material has occurred, the area must be evacuated and secured. The School will immediately notify the Health and Safety Team.

The school will carry out annual Asbestos Duty Holder checks of asbestos containing materials that are safely accessible.

The school will also ensure Asbestos Surveys are carried out where required, such as before major renovations.

Staff will be made aware of the location of asbestos containing materials.

## Contractors

The school is aware that it can delegate its' responsibilities to contractors but cannot remove its' accountability, therefore, only competent contractors will be used in line with the school's policy and tendering process.

The school acknowledges that cost is important, but the health and safety of staff, students and others takes precedence. Therefore, a suitable tendering process is in place that takes into account various areas to help ensure only suitable contractors are used. This includes the following (The list is not exhaustive as it depends on the work):

- Review examples of risk assessments and method statements from the contractor for similar works
- Check they have suitable insurance
- Check they are licensed/certified for the type of work (e.g., Gas Safety registered for gas works)
- Check references
- Check for any convictions/prosecutions online
- Check if they are part of any accreditation organisation such as CHAS or part of suitable trade associations
- Cost



Where required the Construction (Design and Management) Regulations 2015 will be followed.

A pre-task meeting will be held to confirm how contractors will ensure their safety and that of staff, students and others. This may include the need for segregating parts of the school. In the event of this, the fire procedures will be reviewed.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the HSL and/or Site Manager of any risks that may affect the school staff, students and visitors.

Contractors who are carrying out invasive work will read the school's asbestos documents before starting.

All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher, or their representative, will take such actions as are necessary to protect the safety of school staff, students and visitors.

There will be regular meetings held between contractors and the HSL and/or Site Manager to review the standard of health and safety onsite.

The contractors will report any relevant accidents and incidents.

## **Electrical Hazards**

There is a system in place to ensure Portable Appliance Testing (PAT) is carried out to monitor the condition of the school's electrical equipment that has a plug.

If onsite staff do not carry out PAT, then a competent contractor is used.

PAT testing is carried out as appropriate for the equipment and its usage.

Electrical appliances from staff homes should not be used in school unless they have been PAT tested and approved by the site manager.

The school's fixed wire electrical installations are tested every five years or 20% of the system is tested every year.

Fixed wire testing will take place annually for swimming pool areas and places of entertainment.

## **First Aid - General**

The School will ensure there is a sufficient level of first aid provision for the activities being carried out by staff and students. This will include suitably trained first aiders.

School Office Administrator is the Appointed Person for first aid. They will ensure suitable controls and equipment are in place, replaced and maintained.

A list of trained First Aiders can be found in Appendix 1 of this policy.

### **For First aid, staff will contact the school office**

For pre/post school sessions/events, first aid assistance will be contacted by the school office (first aider) or club/event first aider. There will always be a first aider on sight.

External groups using the school out of hours will provide their own first aid provision.

## **First Aid – Automated External Defibrillators (AED)**

Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm. This can be fatal.

For every minute that a person in cardiac arrest is not successfully treated, the chance of survival decreases by 7% per minute in the first 3 minutes, and decreases by 10% per minute as time advances beyond that time.

To help ensure the safety of staff, students and others, the school has installed AED.

These have been located at the following location(s):

- In the school office (above the first aid cupboard)

Site staff will carry out termly checks (and after use) to ensure the AED is in place and usable. Where required, equipment will be replaced in line with the manufacturer's guidance.

Although AED are designed to be used by someone without any specific training by following audible, step-by-step instructions on the AED, first aiders now receive training on their use.

British Heart Foundation: <https://www.bhf.org.uk/research/heart-research-history/sads>

## **Medication**

The School follows the guidance provided by the Department for Education on "Managing Medication in Schools and Early Years Settings". The full guidance can be downloaded from: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> -

Except in relation to life preservation, only prescribed medication will be given to students, where parents have made the request in writing (using the schools 'record of medicine administered form') and the Headteacher has agreed.

The school now purchases/holds their own asthma inhaler and their own auto-injector pens (such as EpiPens).

Where required, students will have health care plans in place.

## **Fire Safety & Evacuation of Premises**

An up to date fire risk assessment will be kept onsite and will be reviewed annually, ensuring any action plans for improvement will be completed in a timely fashion.

All alarm tests, maintenance and fire drills are carried out and recorded.

The Head Teacher is responsible for ensuring, as part of staff training, that everyone knows what to do if there should be a fire threat or other need to evacuate the premises.

Fire drills are carried out termly.

A list of Fire Wardens who are trained to sweep the building when the fire alarm goes off to ensure everyone has left the building, can be found in **Appendix 1** of this policy:

A member of the Senior Management Team will act as the Fire Marshal to collect information from the Fire Wardens and keep the Fire Brigade up to date with the evacuation of the buildings.

The Health and Safety Team can provide onsite and online fire safety training for the school, upon request.

Competent contractors are used to inspect and maintain fire related equipment and systems.

## **Risk Assessment**

Risk assessments are undertaken for three main purposes:

1. To assess the risks to individuals' health, safety and wellbeing and eliminate or mitigate the risk.
2. To comply with current legislation.
3. To assess the risks of a particular event or outing e.g., a theatre visit and eliminate or mitigate the risk.

Risk assessments are undertaken by the appropriate manager/person and discussed with relevant staff. These are reviewed annually, an index of review dates is kept and they are reviewed when due, when there is a change in activity or a major incident relating to the risk assessment. The Head Teacher and SBM is responsible for approving control measures and is ensuring the action required is implemented.

Staff who may need to complete a Risk Assessment can discuss it with the HSL or Department Head or Head Teacher.

Where required, staff will receive risk assessment training.

## **Chemicals, Radioactive Materials and Harmful Substances**

All hazardous chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk.

Contractors bringing harmful substances on site will be reminded of the need for suitable controls.

Where required the school will follow [CLEAPSS](#) guidance in relation to the use and storage of chemicals.

## **Safety Rules**

The Head Teacher will be responsible to ensure that all staff are aware of their responsibilities with regards to the supervision and behaviour of the children.

Staff have a responsibility to ensure they work in a safe and responsible manner to ensure their own and others safety.

Staff should report all health and safety related concerns they have identified.

## **Equipment**

All equipment and apparatus will be suitably installed, inspected and maintained in line with guidance. Staff members will visually check equipment before use, and any faults will be reported to the Head teacher.

Students will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used.

Known faulty equipment will **NOT** be used, even for short durations.

## **Clothing**

Parents/Carers will be given a list of suitable clothes/jewellery for children to wear at school, including during PE. Staff will also be aware of wearing appropriate clothing for health and safety purposes. E.g., Outdoor shoes etc.

## **Cleaning**

The School is aware of the importance of cleaning and hygiene to reduce the risk from slip, trips and falls as well as from viruses etc.

There are cleaners in place that are managed/monitored by the Site Manager. The Site Manager will ensure that the site is kept clean, reporting any faults to the cleaning supervisor or Head Teacher.

If an issue is found by staff (spillages etc.) they will be reported immediately, if they cannot be cleaned by the staff.

## **Communicable Diseases**

The School will ensure there are suitable controls in place, in line with current government guidance to reduce the risk and manage any communicable diseases such as covid.

## **School Visits**

The school has an in-house Educational Visit Coordinator who will provide guidance on school visits and trips.

The school has access to a trained, independent Education Visit Officer and uses the EVOLVE online system to help manage visits.

## **Critical Incidents**

The school has a set of procedures to help manage Critical Incidents. These are kept separate from this policy.

## **Security and Lockdowns**

We try to achieve a balance between making our school welcoming and accessible and keeping children and equipment safe. The Site Team is responsible for the opening and closing of the site. Visitors are to sign in, read the Health and Safety notes, and wear a badge.

Children are made aware of the dangers of talking to strangers and are asked to report any strangers onsite, not suitably 'tagged.'

### **Lockdowns**

The school has a separate lockdown procedure in place which follows current guidance.

Lockdown procedures are regularly discussed with all staff, but details on these procedures will not be generally discussed with non-staff outside of the school to help protect their effectiveness.

### **Violence Against Staff**

The school will not tolerate violence towards staff.

The school also has a legal duty to protect their staff from violence and aggression, as they have the right to have a safe workplace and be free from the aggression of others.

Violence is behaviour which produces damaging or harmful effects, physically or emotionally, on people. This definition specifically includes:

- Verbal abuse
- Threatening behaviour
- Anti social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

The above incidents will be reported and staff will be supported if they wish to report the case to the police.

Along with the school's security procedures, there are Lone Working and Home Visits risk assessments that will be followed by staff, to reduce the risk of aggression.

Staff making home visits to students' homes will check the **Corporate Warning System** (Sutton) or the **Caution Before Contact** (Kingston) System before going or have it checked on their behalf.

The School is aware it has the power to ban parents from the site.

Staff affected by violence will be supported by the school's Senior Management Team and by using our employee assistance programme.

### **Lone Working & Home Visits**

Please refer to the School's lone working and home visit policies.

## **Smoking & E- Cigarettes**

Smoking anywhere on the school premises and grounds is not allowed.

Staff are not allowed to smoke in any school vehicle.

The School's Governing Body has banned the use of E-cigarettes onsite. There is not enough medical evidence that confirms the use of E-cigarettes are safe or not.

Also, as they are designed to look like real smoking, it makes it difficult to enforce a normal smoking ban.

## **Mental Health**

The school is aware that mental health is an issue in all professions.

There is a school wide mental wellbeing risk assessment that is reviewed annually at a staff meeting. The assessment gives details of the controls put in place to help all staff manage stressful situations and where further help and guidance can be obtained.

Where an individual member of staff has been identified as suffering from mental health related issues, reasonable adjustments will be made and support given.

SLT have received mental wellbeing training.

The school has trained Mental Health First Aiders. They are noted in Appendix A.

## **Working at Height**

The Site Manager is responsible for the purchase and maintenance of all ladders in the school. All ladders conform to current BS/EN standards as appropriate.

Specialist equipment that may be used by specific departments (such as tower scaffolds used by the Drama Dept. etc.) will be managed and maintained directly by that department.

Suitable working at height procedures are in place. Staff are reminded that 'working at height' applies to all activities no matter the height.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Working at height when you are alone is **not** allowed.

Those **using ladders for work will carry out training.**

## **Disability Access**

The school wishes to be as accessible as reasonably practicable and has produced an annual Access Development Plan, this can be found on the school website.

The school will comply with the Equalities Act, so far as reasonably practicable.

## **Driving**

There is a separate driving risk assessment that confirms that the vehicles used are suitably taxed, MOTed and maintained. Staff driving these vehicles will have their licence checked prior to their first use of the vehicles and annually afterwards.

Staff that have their licence revoked are reminded to tell the school immediately.

**Key Staff**

Head Teacher  
 Health and Safety Lead SBM  
 Governor responsible for Health and Safety  
 School Office Administrators (Medical/First Aid/Wellbeing/Safeguarding)  
 Primary Health and Safety Advisor and RPO

**Trained First Aiders:**

<b>Name</b>	<b>Valid Until</b>
Jill Savill	02/12/2024
Abida Bharj	17/07/2027
Nicola Styles	28/03/2028
Kim Harrington-Tucker	22/03/2026
Samantha Pate	29/06/2026
Peter Debrah-Mensah	August 2024
Karen Hagon	02/12/2024
Claire Smith	28/06/2025
Debbie Williams	03/11/2027
Maria Lawrence	May 2023

**Children's Mental Health First Aiders:**

- Suzanne Robins
- Tara Beard

**Fire Wardens:**

- Lisa Eden
- Debbie Williams
- Samantha Pate
- Shirley Gruffydd
- Suzanne Robins
- Anna Cooper
- Mark Wheeler
- Karen Seagroatt
- Kelly Porter
- Kim Harrington-Tucker

**Training Record**

Training records can be found as follows: - O:\DBS & SCR\Training or via MyConcern