



Name of School:...Salcombe CE Primary.....

Name of Head of School:...Lottie Bond.....

Name of Health & Safety Co-ordinator:...Lottie Bond and Paula Viles

Accident/Incident Reporting

Accidents to pupils and other non-employees should be recorded in the accident book, CPOMS and OSHENS

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located *in the file in the office*.

The Asbestos Register is located *in the above mentioned file*.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to *Janine Price* at the earliest opportunity.

The Health and Safety Law poster is displayed *in the office*.

Contractors

All contractors must report to *the office* where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, *the administrator* will undertake appropriate competency checks prior to engaging a contractor. *The Head of School* is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. *The Head of School* will ensure that the

specific client requirements of the Construction (Design & Management) Regulations 2015 have been complied with.

Fire and Emergencies

The Head of Teaching & Learning is responsible for ensuring that the fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located in the *fire folder, in the office* and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located *as above*.

Procedures for other critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located the school office and electronically online and will be reviewed annually. Emergency contact and key holder details are held in school office and online.

First Aid

The academy has risk assessed the need for first aid provision and the following first aid provision has been provided accordingly:

Paediatric

Lottie Bond – Feb 26

Tash Dickinsin – Jan 24

Lolly Dickens – Feb 26

Charlie McCormack – Jan 24

Annabelle Parnell – Jan 24

Wedny Laban – Feb 26

Emma Lyle – Jan 24

Dina White – Jan 26

First Aid boxes are located at the following locations:

1 – School Office

2 – Class 1 Prawns

3 – Class 2 Starfish

4 – Class 3 Lobsters

5 - Nursery

The school administrator will ensure that refresher training is organised and for maintaining the contents of first aid boxes.

Legionella

A water risk assessment for the academy has been completed by *the head of school* and Lottie Bond is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

Maintenance of Plant & Machinery

The following specific statutory inspections and tests will be undertaken:

- Annual gas appliance inspection and maintenance, to be undertaken by a *checked agency arranged by Head of Estates*
- Gas tightness test, to be undertaken every two years by a *checked agency arranged by Head of Estates*
- Electrical installation inspection every 5 years by a *checked agency arranged by Head of Estates*
- All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependant upon the level of risk associated with the particular appliance type. This inspection and testing will be conducted by qualified and checked electrician over seen by Head of Estates.

Monitoring

- A general inspection of the site will be conducted *monthly* and be undertaken by the head of school. Feedback from this process is to be referred to the Trust Business Manager and Board of Directors.
- All moving and handling of pupils will be risk assessed by *head of school* and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA0035 Guidance Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.
- For full details relating to moving and handling, reference should be made to the HSA0034/35 Moving and Handling Guidance Notes.

Radon Gas

The academy is located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 7-10 year cycle and detectors returned to PHE for analysis.