Name of School: Axminster Community Primary Academy

Name of Head of School: Claire Hulbert

Name of Health & Safety Co-ordinator: School Administrator

Accident/Incident Reporting

Accidents to pupils and other non-employees should be recorded using the accident reporting form and will then be input onto 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 school office.

The Asbestos Register is located in the school office.

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

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

Contractors

All contractors must report to the school 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, Rachel Heather will undertake appropriate competency checks prior to engaging a contractor. Rachel Heather is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. Rachel Heather 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 *school office* and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the school office.

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

First Aid

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

First Aid at Work level:

Emergency First Aid at Work level:

Tracey Kennils
Jo Strawbridge

Paediatric

Charlotte Barge

Bryony Garrett

Claire Perryman

Christine Mitchell

Steven Cloud

Jenny Featherstone

Beth Seed

Natasha Hawkes

Deborah Brum

Josie Stacey

Becky Biggins

Linda Smith

Bev McAuley

Fleur Mitchell

First Aid boxes are located at the following locations:

In each classroom, on each playground and in the Woodland Lodge. In the First Aid Room, Kitchen, Boiler Room – eye wash plus first aid bag and Caretaker's Cupboard – eye wash.

Claire Hulbert 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 Mitie and Neil Tubbs 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 Sherwoods
- Gas tightness test, to be undertaken every two years by Sherwoods.
- Electrical installation inspection every 5 years by Sherwoods.
- Boiler pressure sets are inspected by Sherwoods.
- The lift is inspected by Stannah.
- 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 Eco Electrics.

Monitoring

- A general inspection of the site will be conducted termly and be undertaken by Claire Hulbert and Neil Tubbs. 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 Claire Hulbert 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 NOT located in a radon affected are 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. Last assessment was Spring 2024.