



Name of School:	Loders CE Primary Academy
Name of Head of School:	Claire Pooley
Name of Health and Safety Co-ordinator:	Head of Estates: Janine Price

Accident/Incident Reporting

Accidents to pupils and other non-employees should be recorded in the accident book which is held in the First Aid Room. Certain instances will be input onto OSHENS system and all staff are aware of the procedures for this.

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 and in the signing in folder. The Asbestos Register is located with the AMP in the school office and in the signing in folder. All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to a member of staff at the earliest opportunity. The Health and Safety Law leaflet is available to all staff and visitors, copies are in the school office, signing in folder and staff room.

Contractors

All contractors must report to the school office, where they will be asked to sign the visitors book and wear a lanyard at all times whilst on site. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register and will have been made aware in advance by staff/Head of Estates of the property details.

To ensure contractor competency, Head of Estates (Janine Price) will undertake appropriate competency checks prior to engaging a contractor. Head of School is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2015 have been complied with.

Fire and Emergencies

The Head of School 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:

Emergency First Aid at Work level:

Kim Bowring

Paediatric

Hermione Gore

Denise Gover

Leanne Legge

Claire Pooley

Kata Seprenyi-Batten

Claire Wheadon-Leaf

Kellie Wyatt

First Aid equipment bags/boxes are located at the following locations:

Chesil classroom

Cogden classroom

Eype classroom

First Aid Room

Monmouth classroom

Sedum Room

Kata Seprenyi-Batten (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 school has been completed by Churchill Environmental Services and Janine Price is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. The 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:

- Electrical installation inspection every 5 years by a checked agency arranged by Head of

The First Federation Trust Health & Safety Policy October 2024
Appendix by school updated January 2026

Estates.

- Boiler pressure vessels maintenance to be undertaken by a checked agency arranged by Head of Estate.
- 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 a qualified and checked electrician overseen by Head of Estates.

Monitoring

- A general inspection of the site will be conducted termly and be undertaken by Head of School and Head of Estates. Feedback from this process is to be referred to Head of Trust.
- 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. This is managed by Head of Estates. Levels last recorded are acceptable.