



Name of School: Thorncombe St Mary's

Name of Head of School: Mrs Jessica Evans

Name of Health & Safety Co-ordinator: Louise Porter

Accident/Incident Reporting

Accidents to pupils and other non-employees should be recorded in the accident book . *The accident book can be found in our first aid room, next to the kitchen. The form should include the pupils full name, time and date of incident and their class name.*

The type of illness/incident/injury should be included on the form with all relevant information along with what treatment has been given. For all head injuries, a parent/carer should be contacted. A copy of the first aid form should remain in the accident book and a copy for the person involved in the incident.

If an incident results in medical treatment, an Oshens report will need to be made, including the following details: Person who has been injured, who was present at the time, where and when it happened, any first aid given and what medical treatment was provided.

Asbestos

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

The Asbestos Register is located *in the main office.*

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to *the premises manager/business manager* at the earliest opportunity.

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

Contractors

All contractors must report to *the reception* 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, *Admin staff* will undertake appropriate competency checks prior to engaging a contractor. *The premises team/premises team* is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. *The Premises team* 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 main office* and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located *in the main office, staff room and classrooms*.

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

First Aid

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

Paediatric

Jessica Evans - 27/01/2025

Merryn Chestney - 15/04/2024

Louise Porter - 22/05/2023

Sarah Williamson - 15/09/2022

Bev Harding - 29/04/2024

Claire Stockford - 25/09/2023

Lauren Batten - 23/03/2025

First Aid boxes are located at the following locations:

First Aid room

Main office

Smaller kits in classrooms

Louise Porter 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 *Sherwoods* and the *Admin Team* 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*
- 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 *the premises team*

Monitoring

- A general inspection of the site will be conducted *annually* and be undertaken by the Premises Team. 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 *Mrs Evans* 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 by *the premises team* and detectors returned to PHE for analysis.