



Name of Head of School: **Mr Sam Weir**

Name of Health & Safety Co-ordinator: **Mrs Natalie Shakespeare**

Accident/Incident Reporting

Accidents to pupils and other non-employees should be recorded in the accident book – **located in the main reception corridor, these are then handed to the administrator to be locked in the appropriate file**

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 above the administrator's desk**

The Asbestos Register is located. **This is located in the school office above the administrator's desk**

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

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

Contractors

All contractors must report to the **administrator's 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, **Natalie Shakespeare or Janine Price** will undertake appropriate competency checks prior to engaging a contractor. **Natalie Shakespeare** is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. **Janine Price** 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 Risk Assessment File, Teams Folder (H&S) and Fire File** and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located next to **every fire call point**

Procedures for other critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located **H & S File/ TEAMs** Files and will be reviewed annually. Emergency contact and key holder details are held **Teams Files**

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:

N/A

Emergency First Aid at Work level:

Natalie Shakespeare

Claire Wiscombe

Paediatric

Natalie Shakespeare 04/11/2028

Marie Matthews 15/05/2026

Sabrina Trott 04/02/2028

Sam Weir 18/03/2028

First Aid boxes are located at the following locations:

Staff Room/ Kitchen (Burns Kit)/ Admin Office/ Every Classroom & Bum Bags for MTA's to take outside

Natalie Shakespeare 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 **Churchills** and **Natalie Shakespeare** 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:

- Electrical installation inspection every 5 years by an **approved contractor most recently QES Electrical**
- *Sherwoods undertake the boiler checks & Maintenance*
- 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 **SWN annually because of our individual school circumstances**

Monitoring

- A general inspection of the site will be conducted **termly** and be undertaken by **Natalie Shakespeare**. 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 **Sam Weir & Natalie Shakespeare** 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 are as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 10-year cycle and detectors returned to PHE for analysis. **Next due September 2035**