

**The First Federation Trust Health & Safety Policy October 2024**  
**Appendix by school updated Sept 2025**



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| <b>Name of School:</b>                         | Marshwood CE Primary Academy   |
| <b>Name of Head of School:</b>                 | Mr Peter Beare                 |
| <b>Name of Health and Safety Co-ordinator:</b> | Head of Estates – Janine Price |

### **Accident/Incident Reporting**

Accidents to pupils and other non-employees should be recorded in the accidents books which are held in the school office, the kitchen, the woodland school backpack and Coneys classroom. 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 along side the signing in folder. The Asbestos Register is located with the AMP in the school office. 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. All staff are annually reminded of the locations of known/suspected asbestos. The Health and Safety Law leaflet is available to all staff and visitors, copies are in the school office, signing in folder and the 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. Janine Price is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and will ensure that the specific requirements of the Construction (Design and 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 entrance and is 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 are off-site emergencies are contained in within the trust's Emergency Management Plan which is located in the school office and will be reviewed annually. Emergency contact and key holders are held in the school office.

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**First Aid**

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

***Paediatric First Aid Trained:***

Peter Beare

Beth Thompson

Sally Jevons

Lily Simeons

Lynsey Dowell

Louise Symonds

Charley Beer

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

School office

Coneys classroom

Kitchen

Playground bag

Woodland School backpack

Lynsey Dowell (School Administrator) will ensure that the refresher training is organised and will maintain the contents of all first aid bags/boxes.

**Legionella**

A Water Risk Assessment for the school has been completed by Mitie and Janine Price is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene logbook, which is checked by Lynsey Dowell when the check has been completed. The Risk Assessment will be reviewed where significant changes have occurred in the water system.

**Maintenance of Plant and Machinery**

The following specific statutory inspections and test will be undertaken:

- Annual gas appliance inspection and maintenance, to be undertaken by a checked agency arranged by the Head of Estates.
- Gas tightness test to be undertaken every two years by a checked agency arranged by Head of Estates
- Electrical installation inspection to be undertaken every 5 years by a checked agency arranged by Head of Estates.

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- All portable items of electrical equipment will be subject to a formal inspection and, where appropriate, a test 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 over seen by Head of Estates.

**Monitoring**

- A general inspection of the site will be conducted termly and be undertaken by Peter Beare and Head of Estates. Feedback from this process is to be referred to the Head of Trust.
- All moving and handling of pupils will be risk assessed by Peter Beare 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.
- Fo full details relating to moving and handling, reference should be made to HAS0034/35 Moving and Handling Guidance Notes.

**Radon Gas**

The school 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 will be returned to PHE for analysis. This is managed by Head of Estates. Levels last recorded are acceptable.