



Name of School: Colyton Primary Academy

Name of Head of School: Mrs Aerfen Mills

Name of Health & Safety Co-ordinator: Ms Alex Phryce-Jones

Accident/Incident Reporting

Accidents to pupils and other non-employees should be recorded in an accident book. Pupil accident books can be found in each classroom, in the kitchen cabin, the accessible toilet and the Hall. Staff accidents should be reported to the office and recorded in the staff accident book.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the asbestos folder on the front desk, next to the iPad where everyone signs in.

The Asbestos Register is located in the asbestos folder (see above).

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to Alex Phryce-Jones /The school office at the earliest opportunity.

The Health and Safety Law poster is displayed in the entrance foyer.

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, Alex Phryce-Jones or a member of the Central FFT team will undertake appropriate competency checks prior to engaging a contractor. Alex Phryce-Jones is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. A member of the FFT Central 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 Fire Log 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 Fire Log in the office. These details can also be found in every classroom and many communal areas throughout the school.

Procedures for other critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located on *Teams in a password protected file* and will be reviewed annually. Emergency contact and key holder details are held in the EMP and on the Security Risk Assessment.

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:

Rae Stacey, April Gould and Grace Haggart 24.02.25 (valid 3 years)

Paediatric First Aid:

Janet Woodward 20.01.26 (valid 3 years), Nancy Chick 12.11.25 (valid 3 years) and Sarah Derryman 10.11.24 (valid 3 years).

First Aid boxes are located at the following locations:

In every classroom, the Hall, the office, the kitchen cabin and the accessible toilet.

Alex Phryce-Jones 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 Churchill Environmental and Alex Phryce-Jones 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 *Cannings*.
- 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 *QES*.

Monitoring

- A general inspection of the site will be conducted *termly* and be undertaken by *Alex Phryce-Jones and Aerfen Mills or Mark Herbert*. 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 *Aerfen Mills* 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.

