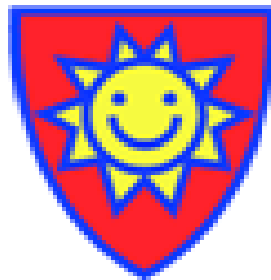


Enderby Road Infant School

Health and Safety Policy



PERSON RESPONSIBLE FOR POLICY:	Head Teacher
APPROVED: GOVERNING BODY	DATE: 20-1-25
REVIEWED BY: Resources Committee	ROLE: H&S GOVERNOR
TO BE REVIEWED:	SPRING 2026

This school recognises that Safeguarding is a key priority and integral to Health & Safety, and this policy must be used in conjunction with the school's Child Protection and Safeguarding Policy.

Part 1: INTRODUCTION

This document describes the organisation and arrangements for Enderby Road Infant School and should be read in conjunction with HSE Health and Safety Policies and Guidelines, as contained in the Health and Safety Manual, a copy of which is kept in the main reception office. This policy is designed to aid teaching and support staff, pupils, governors, parents, visitors, contractors and all those on site. The promotion of the safety, health and welfare of staff and pupils is considered to be a mutual objective by the Governors and staff. It is therefore Enderby Infants policy so far as reasonably practicable, to take the necessary steps to ensure the safety, health and welfare of its staff, pupils, the public and visitors.

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and safety so that the working life for everyone is accident free.

This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work. Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by North Lincolnshire Council, the HSE or Headteacher in pursuance of the Safety Policy, should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for them to resolve the matter, they should report the matter to the board of governors.

The aim of the document is to ensure that all reasonably practicable steps are taken:-

To establish and maintain a safe and healthy environment throughout the school

To establish and maintain safe working procedures among staff and pupils

To make arrangements for ensuring safety and absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances

To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own and others' safety and health at work, and to ensure that they have access to health and safety training when required

To formulate effective procedures to be followed in the case of an accident

To formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises

To provide and maintain adequate welfare facilities

To make special arrangements to ensure the health and safety of any disabled person using the school site.

The Headteacher has overall responsibility for the application of Enderby Road Infants Health and Safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school safety policy generally and particularly in the areas for which they are responsible. The practice of self-monitoring has become a vital feature of health and safety on educational premises. It is the responsibility of all staff to be vigilant on health and safety matters at all times and the practice of monitoring is inherent in the management structure for health and safety.

Part 2: ROLES AND RESPONSIBILITIES

General

Part 1 of the Health and Safety at Work Act 1974 imposes various duties on employers in respect of health, safety and welfare at work.

In order that the law is observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected;

To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied

To observe standards of dress consistent with safety and/or hygiene

To exercise good standards of housekeeping and cleanliness

To know and apply the emergency procedures in respect of fire and First Aid

To use and not wilfully misuse, neglect or interfere with items provided for their own safety and/or the safety of others

To co-operate with other employees in promoting improved safety measures in the school

To follow the NO SMOKING policy. There is no smoking on the school premises, both inside the school building and in the grounds or within the vicinity of the school gates. This also applies to E-cigarettes.

All staff have the responsibility to co-operate with the Headteacher, Health and Safety Officer (Headteacher), Senior First Aider, Caretaker and the Safeguarding and Resources Committees, to achieve a healthy and safe workplace and to take reasonable care of themselves and children. Whenever any member of staff notices a health and safety problem which they are not able to put right, they must straight away tell the appropriate person and or record it in the caretaker's log-book (kept in the main reception office).

The provisions of the Occupiers' Liability Act 1957, the occupier of premises must take care to ensure that visitors will be reasonably safe in using the premises for the purposes for which they are invited or permitted to be there. Occupiers must be prepared for children to be less careful than adults, but can expect workers to guard against any special risks ordinarily incidental to their trade or profession (e.g. a decorator should know a safe way to fix his ladder, but should be warned if the wall to be decorated is dangerous). The Occupiers' Liability Act 1984 deals with the occupiers' duty towards those who are not visitors (e.g. trespassers, those using a right of way). The duty is to take such care as is reasonable to ensure injury is not suffered due to the danger concerned. The duty arises if (1) the danger exists or is suspected, (2) those who are not visitors might go near it and (3) the risk is one against which some protection might reasonably be expected (e.g. a conker tree with a dangerous branch). The duty is discharged by a warning (e.g. a sign) or taking steps to discourage risk taking.

The Headteacher (or Deputy Headteacher in her absence)

The Headteacher has day to day responsibility for health and safety in the school and in particular she should;

Be the focal point for day to day references on safety and give advice or indicate sources of advice

Co-ordinate the implementation of safety procedures in the school

Maintain contact with outside agencies able to offer specialist advice

Report all known hazards immediately to the governing body and to stop any practices or the use of any plant, tool, equipment or machinery which are dangerous or potentially so.

As appropriate take decisions about or make recommendations to the governing body for additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Make or arrange for investigation of the premises, place of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations. A reporting book is kept in the main reception area and is checked on a daily basis by the caretaker.

The Headteacher, Senior First Aider and Caretaker should review regularly:

The provision of First Aid in the school and emergency procedures and make recommendation for improvements as appropriate

The dissemination of safety information concerning the school

Inform the governors regularly of the safety procedures of the school, and provide them with up to date reports on safety issues

Monitor the schools Health and Safety procedures and update it as new information is supplied by the HSE or local authority.

Caretaker is responsible to the Headteacher for:

Ensuring, so far as is reasonably practicable, the health and safety provisions and procedure affecting cleaning contractors or ground maintenance contractors are adhered to.

Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.

Ensuring that all waste materials from the school are disposed of in accordance with the LA policy.

Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary

Maintaining a high standard of housekeeping

Reporting to the Headteacher any problem, or imminent danger associated with her responsibilities, as soon as it is practicable to do so

Liaising with Health and Safety Officer (LA: Kelly O'Shea) to carry out regular inspections of school premises

Weekly and daily risk assessments and checks e.g. fire alarm test, playground equipment, hazardous litter on school grounds.

Class Teachers

The safety of pupils is the responsibility of class teachers, who have traditionally in law carried responsibility for the safety of pupils when in their charge. If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss this matter with the Head or Health and Safety officer as appropriate, before allowing any practical work to take place.

Class teachers are expected;

To exercise supervision of the pupils and to know the emergency procedures in respect of fire, bomb alert or flood and who the designated first aiders are, and to carry them out

To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied

To give clear instruction and warning as often as necessary

To follow safe working procedures:

- to ask for protective clothing, guards, special safe working procedures where necessary

- to make recommendations to their Head, Deputy or Health and Safety Officer as appropriate, e.g. on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so

- to ensure safe storage or use of potentially harmful implements such as glue guns, craft tools, scissors

To ensure that no class of primary age children should be left for any reason except in an emergency and, even then, a colleague, the Head should be made aware of the situation

Report any health and safety issues/repairs needed in the Caretaker's log book which is kept in the main reception office

To ensure a particularly high level of supervision is exercised when children are assisting in the movement of equipment

Be good role models – vigilant and careful

Promote a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others

Provide opportunities for children to discuss appropriate health and safety issues

To make sure risk assessments are carried out before any off-site visits, and outcomes are reported to the headteacher in a timely manner-

Other Specific Staff

In addition to the overall responsibility of the Head, the following have delegated responsibility in the areas shown:

All teachers and support staff - Own classroom/area day to day safety

Cook - Kitchen and servery day to day safety

Caretaker - Boiler house & oil store, day to day safety, caretakers storage cupboards

Lunchtime Supervisors - Playground activities at lunchtime and day to day safety

Supervision of Pupils

Playtime and social behaviour around school: See Behaviour Policy

Playtimes

Playtimes are legally deemed part of the working day. Team supervision is delegated to the Senior Midday Supervisor who will meet at least half termly with the headteacher. The school's arrangement for the supervision of pupils during inclement weather is that the Senior Midday Supervisor will ensure safe supervision of play activities in the hall.

Start and end of the day

The transfer of legal responsibility between school and parents/carers for the supervision and care of children will be completed with due diligence at the beginning and end of the school day. No child will be passed into the supervision of any adult 'not known' – parents must notify the school in advance with regard to any changes affecting the collection of their child from school.

Pupils

Pupils are expected

To exercise personal responsibility appropriate to their age and understanding, for the safety of themselves and their classmates

For parents/carers to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, dress, jewellery and other items considered dangerous).

To observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency

To use and not wilfully misuse, neglect or interfere with things provided for their safety.

To behave respectfully and with kindness towards their peers, following age-appropriately, the requirements of the school's Behaviour, Anti-bullying and Cyber-bullying policies.

Parents

Parents will be requested to ensure that children arrive at school as near to the designated start time as possible. No child must be allowed out of school during working hours unless there is a request from the parent/carer. The Head must be notified and any letter making such a request should be kept until after the pupil's return. No child will leave with an adult other than their parent without the school being notified by that child's parents that this is an agreed arrangement.

Parents will be asked to make sure that children do not bring items to the school which are hazardous or dangerous. If such items are found by any member of staff, they will be confiscated and the parents asked to come in to collect them.

Parents are expected to

Ensure that children attend school in good health

Provide prompt notes/phone calls to explain all absences

Provide support for the discipline within the school and for the teacher's role

Ensure early contact with school to discuss matters concerning the health and safety of their children or of others

Allow children to take increasing personal and social responsibility as they progress throughout the school

Accept responsibility for the conduct of their children at all times

Ensure that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

Parents helping in school

Parents helping out in the school on a regular basis are required to sign in as visitors, and will be subject to enhanced clearance.

Will have a Child Protection induction.

Will be made aware of the Health and Safety arrangements applicable to them by the teacher to whom they are assigned.

Parents attending assemblies and parent participation events will not be left unsupervised with any children by any staff member.

Visitors

Regular visitors and other users of the premises are required to observe the safety rules of the school. All visitors are required to sign in and out at the main reception office in order to sign in and be issued a 'Visitor' lanyard.

Adult behaviour on school premises : Adults are expected to set a good example of behaviour in their attitude to other adults, to their own children and to the children of other families, and in their use of language.

Arrangements for addressing issues of violence and challenging behaviour will be in accordance with the schools policy and guidelines.

It is unacceptable for any adult to intimidate, threaten or assault another adult (staff, parent or visitor) on school premises. If any parent or member of the public refuses to leave the premises or constitutes a nuisance or a threat, immediate assistance will be requested from the Police, and the school will consider banning those adults from school premises.

All situations where members of staff are likely to encounter violence or challenging behaviour should be the subject of a properly conducted risk assessment and appropriate control measures. Records of all incidents of violence and those involving verbal abuse and threats will be kept and followed up appropriately.

Home Visits / Meetings with parents

The school has responsibility for the health, safety and welfare of employees working alone or away from their work base, including home visits.

No member of staff will conduct a home visit alone.

1: 1 meetings with parents are considered case by case, and if there is any identified risk of harm to the staff member, another staff member will be called to attend as a witness.

Contractors

All contractors working at the school will be employed through the Building Services agreement with the LA.

All contractors should report to the school office on arrival. Employees who are in charge of equipment that belongs to the school, must not lend it to contractors. The contractor is expected to supply any/all equipment needed to complete safely the work that they have undertaken to do. The contractor is expected to uphold measures in place to ensure the school building and school site are secure at all times.

Community Use

Under the 1996 Education Act, the Head and Governors recognise that community use of premises may be required. Such groups' attention will be drawn to the detail of this safety policy which they will be required to comply with so far as it affects their operation. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which compliment those in existence within the school.

Part 3: SCHOOL HEALTH AND SAFETY PROCEDURES

Accident Reporting Procedures

Where an accident or potentially dangerous situation occurs, it is essential that follow up action is taken to prevent possible recurrence of the situation with more drastic consequences. The action taken in the first instance should be to inform the Head or Senior First Aider. It is then the responsibility of this individual to follow the problem through to achieve effective action. On occasions, a dangerous situation will be highlighted during a routine self-monitoring exercise. At other times, it may be that an incident where personal injury was narrowly avoided would be the catalyst for health and safety action.

Any incident involving personal injury will be followed up by the procedures already established by the school. If the incident involves a child during lesson time, it is the immediate duty of the supervising teacher to create a safe situation thereby obviating the

potential for further injury. To this end, it is vital that the teacher in charge of the situation is aware of the health and safety requirements of that situation.

If the accident is of a minor nature, this will be dealt with as a first aid case following the procedures of this section. In serious or doubtful cases, an ambulance (999) should be called and an attempt made to contact the parent/emergency contact. A child must be accompanied to hospital by a parent or member of staff. If the latter applies, parents must be informed as soon as possible. Staff should be made aware that they should call an ambulance if in doubt about the seriousness of the injury to visitors, pupils, adults or staff.

The member of staff in charge of the situation at the time of the incident will obtain and fully complete the appropriate accident form from the main office. Whilst the form is straightforward enough to complete, staff should ensure that the information noted is accurate and as informative as possible. The location of the minor accident record book is in the medical room and the serious incident reporting form in the main reception office (to be completed by the First Aider with any guidance needed from the Headteacher).

If accidents occur, an accident report must be completed in accordance with the HSE's requirements. In addition, the following forms must be completed as appropriate;

- Accident Report Form -This form is to be used to report all accidents/incidents which do not require reporting to the Health and Safety Executive.
- F2508 Reporting of injuries, Diseases and Dangerous Occurrences (RIDDOR) to the Health and Safety Executive.

Relevant accidents/incidents involving employees at work and pupils and other people not at work are to be reported using the following guidelines;

- Incidents relating to employees From 6th April 2012 injuries that lead to a worker being incapacitated (absent, or unable to do their normal work which he or she would reasonably be expected to do) for over seven consecutive days. This period of time starts the day after the accident, and includes weekends and rest days. The report must be made within 15 days of the accident.
- Incidents to pupils and other people who are not an employee - injuries of pupils and visitor who are involved in an accident at the school or on an activity organised by the school are only reportable under RIDDOR if:

The accident results in the death of the person and arose out of or in connection with a work activity; or

The accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital.

F2508 can be completed online at www.hse.gov.uk/riddor. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only on 0845 300 9923. Further guidance on the above can be found on the HSE website at www.hse.gov.uk

Accident recording pads for minor injuries are stored in the medical room.

Nursery and Reception also keep accident books in their classrooms for minor accidents that occur within play provision and which are shared with parents.

Specific forms for significant incidents are kept by the Business manager.

Chronology sheets for completion if necessary, are available from the headteacher.

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Summaries

1. For ensuring involvement of all members of the school community we have:

Regular meetings between the headteacher, cook and caretaker

Regular meetings between the headteacher and Building Services representatives

Termly reports and updates to Safeguarding and Resources Committees

2. For providing children with opportunities to discuss health and safety issues we have:

A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility, and a programme of health education as part of our PSHE curriculum.

3. For accident prevention, reporting and investigation we have:

Risk assessments formulated and regularly reviewed

Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible

Promptness in reporting potential hazards to the Headteacher and immediate response to such reports

Reporting all accidents to the Headteacher and a note made in the school accident book in accordance with LA regulations

Prompt investigation of all accidents by the Headteacher in order to establish cause and adopt remedial measures.

4. For First Aid provision we have:

Recognised First Aiders in school - First Aiders and Paediatric First Aiders certificates clearly displayed opposite the office

All non-teaching staff: First Aid Training – updated every three years

Medical information records and permission slips

Medical policy and procedures which are regularly reviewed in staff meetings.

5. For coping with special medical conditions we have:

Information given to all teaching/non-teaching/midday staff/supply staff about any special medical conditions of children in school and what response may be required in an emergency (kept in the medical room and main file in office)

Individual healthcare plans for individual children.

A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage. For administering of medication, please see the school's Managing Medicines Policy.

6. In the event of an emergency, we have:

An Emergency Plan (a set of regulations for emergency evacuations)

All exits clearly signed

Two termly fire drills (one from the classrooms and one in the dinner time) which are monitored in accordance with LA guidelines

Regular checks of equipment, procedures and exits by the Caretaker and equipment monitored yearly by Humberside Fire Service. Regular maintenance of the fire alarm system (which would be used in any emergency to alert occupants of the building).

Regular visits by the Health and Safety Officer (LA: Kelly O'Shea)

7. Fire Safety – we have

Proper housekeeping arrangements are in place to remove or minimise potential fire hazards and there is regular monitoring to prevent the accumulation of rubbish and ensure fire escape routes are maintained.

Regular maintenance of fire alarm system, and weekly caretaker alarm checks.

Regular checks of equipment, procedures and exits by the Caretaker and equipment monitored yearly by Humberside Fire Service

Two termly fire drills (one from the classrooms and one in the dinner time) which are monitored in accordance with LA guidelines.

Records of fire drills and tests are recorded in the Fire Safety Handbook (kept in the main reception office) and the Headteacher's Fire Drills file.

Fire Safety audit completed annually.

Whole staff fire awareness training.

8. For the use and control of substances hazardous to health we have:

A duty to prevent or control exposure of employees or pupils and visitors to the school to substances hazardous to health

Hazardous materials in a locked cupboard or on a high shelf out of reach from children

The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary

COSHH data sheets kept in a file in the main reception office (all COSHH assessments are reviewed on a regular basis or whenever there is a change of circumstances concerning use) No new substances may be brought into school without a full COSHH assessment. This is a legal requirement.

Hazardous substances and containers appropriately labelled and all lids kept in place whenever practicable

9. For electric safety we have:

Careful siting of equipment to avoid trailing leads

Annual PAT testing of all portable electrical equipment

10. For ensuring road safety we have:

Enhanced warning lights on all approach roads to the school, and 20 mph signage.

Some enforceable parking restrictions on Sunningdale Road.

A crossing patrol on Enderby Road.

Staff and visitor use only of the school car park.

A PSHE curriculum which specifically includes practical, road safety as part of the curriculum.

11. For ensuring personal hygiene we have:

A programme of health education within our PSHE which involves teaching all children to wash their hands after using the toilet, and before the consumption of food.

The provision and maintenance of suitable, toilet and handwashing facilities .

12. For ensuring playground safety we have:

Good levels of staff supervision.

Staff trained in basic First Aid, First Aid and Paediatric First Aid.

The Senior Midday Supervisor has Paediatric First Aid training.

School rules about playground behaviour (including the use of the climbing frame) designed to maximise playground safety and conscientious supervision of playgrounds.

Clear communication of any behaviour issues, and a means of daily recording to spot patterns of behaviour.

An Anti-bullying policy, and anti-bullying as part of our PSHE curriculum (which is regularly revisited).

Risk assessments for the use of play provision in the EYFS playground.

Regular inspection and maintenance of all playgrounds and play areas (hard surfaces and grassed).

13. For ensuring safety during physical education we have:

Safe use of all equipment by staff and children.

Continuing staff development and training.

All PE equipment regularly checked.

Close supervision and appropriate rules in place.

Safety awareness addressed regularly with children.

Earrings taken out or covered over.

14. For safety on school trips, farm visits and outdoor pursuit activities, we have:

The North Lincolnshire County Council guidelines – we log all visits through the Evolve School Visits website.

Experienced staff.

Procedures inspected and approved by the LA trips advisor (L. Harrison).

Comprehensive risk assessments completed for each school trip.

Clear expectation of pupil and adult behaviour at all times.

Every group supported by a member of school staff.

Adults with enhanced clearance only accompanying school trips (excluding nursery).

15. For working alone in the school building, we have:

A responsibility for the health, safety and welfare of employees working alone on school premises.

A risk assessment for the caretaker working alone which is reviewed annually.

Any other member of staff needing to work in the school building alone, such as the headteacher, will notify the caretaker of her arrival/departure from school premises.

16. For the personal safety of staff, we have:

A clear protocol for the reporting of any incident which constituted a threat or actual harm to the individual.

Team Teach training for all teaching and support staff.

Clear guidance, expectations and regular reminders as to the use of social media (Cyber-bullying policy), and the need for confidentiality and professionalism.

Effective site security.

Repair, Maintenance and Upkeep of Buildings

The Chief Estate and Property Services Manager is responsible for ordering building or other similar work in premises used by the LA. The Headteacher may also order such work under the agreed Self Help Scheme. Where possible, prior to any commencement of work, designated routes for the movement of vehicles should be planned to reduce risks to other persons. Contractors will be required to report to the person in charge of the premises all accidents and injuries which occur on the premises.

Any teacher or child discovering a defect in the building should report the matter to the designated person. The designated person should take immediate steps to render the area safe or out of bounds and should contact Property Services, recording this.

In the event of dangers when work is in progress, the following procedure should be followed;

The operator in charge of the building should take steps deemed necessary to exclude persons from the danger until such time as it is rectified

The contractor should be told what the person in charge has identified as dangerous and what has been done to ensure that persons are not endangered

In cases of less urgent nature, the person in charge of the building should discuss with the contractor's representative on site and, if possible, agree a solution.

An annual check takes place by the relevant bodies of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms etc. to ensure they meet current legislation.

Residual Current Devices are tested regularly and the results recorded. An approved contractor is appointed for routine inspections of plugs and cable for loose connections and faults, and for the maintenance of appliances, audio visual equipment, etc. Any defective equipment should be taken out of use immediately and the designated person informed.

Manual Handling Operations: Manual handling training and assessments for the handling of articles, persons and animals will be undertaken by the appropriate person and assessments are to be retained.

Personal Protective Equipment: The provision of personal protective equipment will be determined by the appropriate people.

Provision and Use of Work Equipment: Wherever possible, any equipment provided for use at work will be purchased to meet an appropriate CE mark or relevant British Standard, in line with the schools policy.

Display Screen Equipment: DSE users (employees) are entitled to free eyesight testing and contributory costs towards lenses/spectacles where appropriate. A form can be obtained from North Lincolnshire Council HR Department.

Part 4:

ANNUAL UPDATE OF INFORMATION AND REVIEW OF HEALTH AND SAFETY DOCUMENT

The following information provides specific details relating to particular references in the text of the document.

Names and position of any staff who are delegated to undertake specific health and safety functions which are the responsibility of the Headteacher.

Headteacher: Jo Smeaton

Overall responsibility for the application of Health & Safety within the school.

Reviewing risk assessments, and approving subject to any amendment.

Liaising with outside agencies to ensure annual checks are completed/carried out.

Deputy Headteacher: Laura Luscombe

In headteacher's absence, assumes these responsibilities.

Caretaker: Sharon Bird

Testing fire alarm weekly and associated, record keeping.

Checking school premises and grounds daily (including play equipment).

Maintaining COSHH file, reviewing and updating regularly.

Checking caretaking log book and taking action as necessary.

Meets at least half-termly with the headteacher, but is responsible for immediate updates as necessary.

Acumen: Testing of water system

EYFS Leader – Gemma Brunt

Review and write EYFS risk assessments.