

responsible for taking the box containing absence lists and emergency medication to the assembly points.

The Secretaries, the First Aider and any other member of staff responsible for administering first aid are responsible for ensuring that appropriate first aid is administered and recorded. They are aware of the requirement to report certain accidents to the Health and Safety Executive using a RIDDOR form. Accident records are reviewed at each Health and Safety Committee meeting. Please see our First Aid Policy for further details.

The joint heads of EYFS ensure that daily checks are carried out of the indoor and outdoor EYFS areas and these are documented.

The Science and Design and Technology subject leaders are responsible for ensuring that the risk assessments for the Lab and Art room are read and understood by all staff using the rooms and that CLEAPSS guidance is followed as appropriate.

The PE leader and staff are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. Risk assessments have been completed for all PE activities and all staff must be familiar with these. Benches, vaulting horses and mats are inspected annually and all PE equipment is visually inspected before lessons and stored appropriately. Pupils are not permitted to use equipment unsupervised and any equipment defects are reported promptly to the Site Manager.

The SENCo is responsible for ensuring that the school dog is supervised and that all staff and children in contact with the school dog comply with the management of risks as outlined in the School Dog Risk assessment.

The Forest School practitioner is responsible for ensuring that all staff and children in contact with the school chickens follow the procedures detailed in the school's "Chickens" risk assessment.

All leaders are responsible for applying this policy to their own area of work and ensuring that all staff reporting to them are familiar with the relevant health and safety procedures, reporting to the Headteacher any health and safety or welfare issues they cannot resolve themselves. They are part of the risk assessment process and take responsibility for managing the risks and controls for their area and carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe, providing sufficient information and supervision to other staff and pupils to avoid hazards and contribute positively to their own health and safety.

All staff are responsible for ensuring that they:

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- exercise effective supervision of pupils and know and follow the School's health and safety procedures and training including in respect of fire, first aid and other emergencies
- ensure the use of personal protective equipment where necessary
- make recommendations to the Headteacher or leader on health and safety issues
- integrate all relevant aspects of safety into the teaching process
- do not bring personal items of equipment (electrical or mechanical) into the school without

prior authorisation

- regularly check their classrooms and work areas for potential hazards and report any to the Site manager or advise their line manager of any shortcomings they identify with regard to health and safety arrangements
- exercise good standards of housekeeping and cleanliness
- report all accidents, incidents and near misses, defects and dangerous occurrences to the Headteacher or Site Manager, using the maintenance book in the office for non-urgent items, and ensuring that these are recorded and investigated appropriately
- co-operate with any appointed safety representatives or enforcement officers
- consider health and safety implications of any purchases of equipment.

Contractors and visitors must report to the office on arrival and sign in. They must report any injuries to their host as soon as possible. All contractors working on the premises are required to identify and control any risk arising from their activities and inform the Proprietor of any that may affect the premises, staff, pupils or visitors. All contractors must be aware of this policy, other relevant policies and emergency procedures and comply with these at all times. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Proprietor will take such actions as are necessary to protect the safety of staff, visitors and pupils.

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe uniform and health and safety rules and in particular the instructions of staff given in an emergency and not wilfully misuse, neglect or interfere with items provided for their health and safety.

Training

The Headteacher is responsible for ensuring that staff health and safety training needs are completed and identified training provided. All staff receive an induction with the Headteacher within their first week at school. This includes provision of a copy of this policy as well as discussion of:

- fire procedures
- first aid and accident reporting
- general and specific health and safety topics relevant to the person's role and including site security and the procedures for visitors
- provision of the school's policy on the use of cameras, mobile phones and other devices
- signing of the school's acceptable use of technology agreement
- other relevant school policies including Safeguarding and the Staff Code of Conduct (see separate policies)
- assessing risks specific for their job and the writing and review of risk assessments for internal and external activities
- incident/crisis management and emergency procedures

Staff will also receive training from their mentor with regard to specific activities relevant to their role. The Educational Visits Co-ordinator provides assistance for risk assessments for trips and visits. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.