



Hindhayes Infant School
Health and Safety policy
September 2023

At Hindhayes, we believe success is based on the partnerships between pupils, staff and the parent community. We endeavour to enrich and develop each child to be a successful individual that will become an active community citizen of the future.

Approved on: _____
Signed: _____
Role: _____

1. THE GOVERNORS OF HINDHAYES INFANT SCHOOL will

- 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- 1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- 1.3 Endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
- 1.4 Seek improvement to working conditions according to priorities within existing resources.
- 1.5 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- 1.6 Ensure that Risk Assessments are carried out within the school using an identified method for recording (e.g., EEC Safety Suite) and to review as appropriate.
- 1.7 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- 1.8 Ensure that staff can access training to ensure their competence for their tasks.
- 1.9 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council's guidance for the selection of competent contractors and will seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.10 Report all incidents/accidents, using the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
- 1.11 Review on an annual basis, all accidents and incidents reported to identify trends.
- 1.12 Consult with the school council and inform pupils of their responsibilities for Health and Safety.
- 1.13 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Name (1) Kate Nester (2) Lucy Shakesby
The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

Signed: _____ Chair of Governors: _____

Dated: _____

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

2.1 Schools can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their Area of responsibility/Department staff follow the school's policy, and in particular in respect of:

- 2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.
- 2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.
- 2.1.3 Identifying and securing the training needs of members of their Area/Department
- 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.

- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the school's Asset Management Plan (AMP). Also ensuring that appropriate training needs of person responsible for premises is delivered.
- 2.4 Governors to agree delegation for approval of off-site visits and activities and review on an annual basis. Model policy included in Burgundy Pack.
- 2.5 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention:

Martin Lukins and Helen Clark

Assistance on health and safety issues is provided by
The Corporate Health and Safety Unit, Somerset County Council

3. Appointment of Appropriate Persons

Schools should appoint appropriate persons for their delegated areas of responsibility within the school (See Table A) They should ensure that new staff have the necessary skills and qualifications on appointment, or are able to receive the necessary training and certification

4. Guidance for Schools

The following guidance, produced by the Local Authority, is available for schools to use for their own standards:

[Outdoor Education and External Visits Website](#)

4.1 The Governors adopt the standards of the following publications, which are endorsed by Somerset County Councils Learning and Achievement service as standards for its schools:

- Association for Physical Education - afPE, published 2012 (reprinted 2014)
- Health and Safety: advice on legal duties and powers – November 2018:
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- Building Bulletin 100: Design for Fire Safety in Schools (March 2014) – Gov.UK link:
<https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools>
- Learning Outside of the Classroom: <http://www.lotc.org.uk/>
- Guidance on First Aid for Schools: first published August 2000, latest update – 12 February 2014, link: <https://www.gov.uk/government/publications/first-aid-in-schools>
- Supporting Pupils at School with Medical Conditions: published by Department for Education, December 2015; link:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

The School has established its own policies on Medicines Management, First Aid, Arson prevention, CCTV, Security.

Radon

Radon monitoring will take place in all SCC properties which are located in any area where the radon potential is more than 1% as shown on the Indicative Radon Atlas for England and Wales and for properties which have ground floor areas or areas below ground floor which are occupied for more than 2 hours per day. The radon protection Officer is responsible for managing this programme of monitoring.

According to the Indicative Radon Atlas, Hindhayes lies in a 5-10% area of medium risk. As the basement is not occupied for more than 2 hours this is also not a high risk area.

Monitoring takes the form of small devices being located at various sites across the school for a period of 3 months throughout the winter months (when windows are most likely to be close and air is more stagnant). These detectors will then be tested and a score is obtained, indicating the radon levels and flagging up whether any remedial action is needed.

Radiation Protection Officer Iain Hunter 01823 355951

Delegated areas of responsibility within the school

Name of school: Hindhayes School

Headteacher: Kate Nester

Delegated Senior Manager: Mike Sales

Premises Manager: David Alger

Please see Table A for details of further areas of responsibility.

Please see table B for further details of policy links and details of External and Internal Monitoring.