



CHELSEA
HALL SCHOOL

HEALTH AND SAFETY POLICY

Responsible Person: Headteacher (Jessica Duemler)

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INTRODUCTION

Chelsea Hall School is owned and operated by Cavendish Education; the Proprietary Body, also known as the Governing Body. Any reference to Governors means any Director of Cavendish Education.

This Policy document is one of a series of CHS Policies that, taken together, are designed to form a comprehensive formal Statement of CHS's aspiration to provide an outstanding education for each and every one of its pupils, and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be ready alongside all of these Policies in order to get the full picture, and should be read in conjunction with other Chelsea Hall School's policies and procedures.

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that Chelsea Hall School is undertaking to ensure the implementation of its core values, our '4 Cs':

Character
Creativity
Confidence
Competence

While this current policy document may be referred to elsewhere in Chelsea Hall School documentation, including particulars of employment, it is non-contractual.

In all CHS Policies, unless the specified context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

CHS employs the services of the following consulting companies to ensure compliance is met and best practice is implemented:

Peninsula HR Online
Peninsula Business Safe (Health and Safety)
Atlantic Data (DBS)
Educare (online CPD)

Chelsea Hall School fully recognises the responsibility it has under sections 157/175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children and young people, and expect all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Chelsea Hall School. This responsibility is more fully explained in the statutory guidance for schools and colleges Keeping Children Safe in Education September 2022. [Keeping children safe in education 2022 - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101333/Keeping-children-safe-in-education-2022.pdf)

All staff are made aware of their duties and responsibilities under part one of this document.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Chelsea Hall School.

Chelsea Hall School's policy documents are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

AIMS

- Ensure that all reasonably practical steps are taken to ensure the health and safety and welfare of all persons using the premises including all staff, pupils and other supervising adults participating in off-site visits
- Establish and maintain safe working procedures amongst staff and students
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide adequate information, instruction, training and supervision for all staff including temporary staff and contractors
- Develop safety awareness amongst staff, students and other supervising adults
- Formulate and implement effective procedures for use in the event of fire and other emergencies

PROCEDURES AND PRACTICES

The Head Teacher will make the necessary assessments, identify safety training and provide information and supervision for all staff. Regular consultation will take place with all staff with regards to health and safety issues. Any necessary safety devices and protective clothing will be made available.

All aspects of health and safety remain the Head Teacher's responsibility however a safe and healthy workplace can only be achieved with the full cooperation of every member of staff.

An external consultant provides regular visits to evaluate our practices and give guidance to continually improve working practices and standards.

Questionnaires will be circulated to all staff on a half-termly basis to test knowledge and check understanding of any aspect of safeguarding policy and practices, legislation and guidance, as part of ongoing training and awareness of safeguarding issues.

PERSONS WITH PARTICULAR RESPONSIBILITIES

- Head teacher – Jessica Duemler
- Lead Fire Marshall, Hazard Alert Officer – Simona Grasso
- Lead First Aider – Chiara Secchi

RESPONSIBILITIES

The maintenance of a healthy and safe school is the shared responsibility of the whole school community.

The Board of Governors will:

- Give strategic guidance;
- Ensure adequate resources for health and safety are available;
- Recognise their responsibility under the Health and Safety at Work Act so far as is reasonably practicable to:
 - Provide safe furnishings, material and equipment
 - Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently
 - Promote the development and maintenance of sound safety, health and welfare practices
 - Maintain the premises in a condition that is safe and without risks to health
 - Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults

- Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances
- Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school

The Headteacher will:

- Decide policy;
- Monitor and review health and safety issues through the Premises;
- Be responsible for the day-to-day implementation of school safety organisation;
- Develop a culture of safety throughout the school;
- Liaise with outside agencies able to offer expert advice;
- Ensure that all staff fulfil their duties to cooperate with the policy, including kitchen staff with relation to food hygiene;
- Formulate and co-ordinate safety procedures;
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary.
- Ensure relevant staff have access to appropriate training
- Make arrangements for site inspections and managing workplace safety for staff, pupils and visitors by conducting continuous risk assessments and ensuring staff report any defects or hazards they notice. Maintenance requirements are logged on an ongoing basis
- Ensure that all building and equipment maintenance, servicing and inspection occurs regularly, including that of ladders (see Appendices 2 and 3)
- Ensure pupils don't have access to risky areas through the use of coded locks and automatic spring door closers
- Be responsible for the management of any contractors hired for repairs

All staff will:

- Fully support all health and safety arrangements;
- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Produce individual risk assessments for all of the pupils, indicating any health and safety risks, such as tendencies to run away or practise unsafe behaviour (climbing, accessing unsafe areas, etc.)
- Ensure that all pupils are supervised at all times;
- Ensure, as far as is reasonably practicable, that their classroom or office is safe;
- Use equipment safely;
- Ensure that pupils use equipment safely;
- Report to the Head Teacher situations, which may present a serious or imminent danger.
- Report any concerns of abuse to pupils, to the Head teacher who is the DSL (designated safeguarding lead)
- Report any defects and hazards;
- In the event of any accident requiring first aid, complete an Accident form, available from the school office.
- Complete the accident book for employees if they sustain an injury at work. The book can be obtained from the school office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

- Ensure that they know all the personnel with **safeguarding and safety responsibilities**, eg., Designated Safeguarding Leads, Fire marshal, Lead First Aid etc., and their responsibilities; these roles and responsibilities can be found in the safeguarding policy
- Ensure that they are informed on the risk assessments and control measures, which can be found in the “Educational Visit, Community outings, and Excursion Risk Management Policy”.
- When dealing with a health and safety emergency, follow the procedures mentioned in the “Invacuation and Lockdown Policy”
- Ensure that no visitor is left unattended on the school premises.
- Be trained during induction on how to deal with violent behaviour from parents or guardians. Should staff endure violent behaviour (verbal or physical, in-person or via any forms of communication), it should be reported immediately to the headteacher, or a DSL.
- Make sure that the use of supplies containing chemicals (Cleaners) are stored safely away safely, as mentioned in the “COSHH Policy”
- Ensure that all personal deliveries made to the school, should be done so outside of school hours, the school is not responsible for any loss/damage of any personal deliveries made to the school.

MONITORING AND REVIEW

The Health and Safety Policy is an open ongoing document and is to be regularly updated and monitored. It is the responsibility of the staff to ensure that they are up to date on the updates to this policy.

This policy will be formally reviewed Annually.

E) HYGIENE

1. Any exposed cut or burn must be covered with a first-aid dressing.
2. If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
3. Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

F) HYGIENE FOR FOOD HANDLERS

1. You must wash your hands immediately before commencing work and after using the toilet.
2. Any cut or burn on the hand or arm must be covered with an approved visible dressing.
3. Head coverings and overalls/uniforms, where provided, must be worn at all times.
4. No jewellery should be worn, other than wedding rings, without the permission of the Head Teacher.
5. You should not wear excessive amounts of make-up or perfume and if nail varnish is worn protective gloves must be worn whilst handling food. Nails should be kept clean and short.
6. If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for work without clearance from your own doctor.
7. Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work.
8. You must report to the Head Teacher before commencing work.

Ladder related injuries are common and can be avoided if staff ensure the necessary measures are taken to safely use a ladder in school. Only trained staff are allowed to use a ladder, or staff supervised by a trained member of staff, so as to ensure that ladders are used in accordance with [Where ladders should be used](#) and [Securing ladders and ladders used for access](#).

A “pre-use” check will be carried out before each use of the ladder, to ensure the safety of the staff member using it. Information on how to carry out a check can be found at [How to check your ladder is safe before you use it](#).

Inspections of our ladders are conducted every 3 months following guidance from [Inspecting the condition of ladders](#) and using Appendix 3.

Further information can be found by following the below links:

- [How and when to use a ladder at work](#)
- [Types of ladder and using them safely](#)
- [Product standards](#)

LADDER INSPECTION MAINTENANCE RECORD

APPENDIX 3

All ladders must be checked in accordance with this schedule every 3 months.

The Ladder Inspection Must Include:

Ladder Stiles (Uprights) Check for cracks, corrosion, dents and any signs of excessive wear. Are stiles loose? Are there any missing or loose fixings?

Ladder Rungs (Steps) Check for cracks, corrosion, dents and any signs of excessive wear. Are any rungs missing? Are any treads missing, loose bent, worn or deteriorated badly? Are rungs and treads free from third party materials i.e. paint, dirt, etc?

Ladder Feet Are feet level? Are feet grips in place? If so, are they in good condition and/or are there any feet grips missing? Do the feet provide suitable grip for the ladder?

IF INSPECTION IDENTIFIES ANY DEFECTS DO NOT USE

INSPECTION & MAINTENANCE RECORD								
Ladder Serial Number	Description	Inspection Date	Inspected by (person)	Is the ladder damaged		Action taken	Action taken by (person)	Completion date
				No	Yes			