



**CHELSEA**  
HALL SCHOOL

## **HEALTH AND SAFETY POLICY**

**Responsible Person:** Headteacher (Jessica Duemler)

**Last Review Date:** December 2022

**Review Cycle:** Annual

**Next Review Date:** September 2023

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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](#)

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 co-operate with the policy;
- 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

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;
- 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.
- Staff should 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.

**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.