

HEALTH AND SAFETY POLICY

This policy has been written for	<ul style="list-style-type: none"> ● All staff at The Chelsea Group of Children 	
Copies of this policy may be obtained	<ul style="list-style-type: none"> ● The Chelsea Group of Children website http://www.chelseachildren.com ● As a hard copy or email attachment on request from the School office 	
This policy links with the following policies	<ul style="list-style-type: none"> ● Health, First Aid and Medicine ● Promoting Good Behaviour ● Fire Safety ● Anti-bullying 	<ul style="list-style-type: none"> ● Safeguarding and Child Protection ● Peninsula Safety Management Folder ● Peninsula Employee Safety Handbook
Participants and consultees	<ul style="list-style-type: none"> ● Head Teacher 	<ul style="list-style-type: none"> ● DSL Lead First Aider ● Other staff
Relevant statutory guidance, legislation and other sources of information	<ul style="list-style-type: none"> ● https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf ● https://www.gov.uk/health-safety-school-children 	
The Lead Member of staff is	<ul style="list-style-type: none"> ● The Head Teacher 	
Definitions and key terms used in this policy	<ul style="list-style-type: none"> ● CGC – Chelsea Group of Children 	
The Objectives of this policy	<ul style="list-style-type: none"> ● 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 	
Persons with particular responsibilities	<ul style="list-style-type: none"> ● Head teacher – Jessica Duemler ● Lead Fire Marshall – Pavol Neupauer ● Lead First Aider – Chiara Secchi ● The Head Teacher bears the ultimate responsibility to provide leadership and recognise her responsibility to provide, as far as reasonably practicable, a safe and healthy environment for staff, 	

	students, parents, visitors, contractors and other persons affected by the school's operations at The Chelsea Group of Children.
Other participants and Stakeholders	<ul style="list-style-type: none"> ● Staff
Monitoring and Evaluation	<ul style="list-style-type: none"> ● The Head Teacher and the Policy Administrator will ensure the policy is kept up to date and all members of staff are complying with the rules and guidelines

INTRODUCTION

The Head Teacher/Health and Safety Officer 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 co-operation of every member of staff.

PROCEDURES AND PRACTICES

An Ofsted Consultant provides regular visits to evaluate our excellence and gives guidance to continually improve working practices and standards.

The Head Teacher will ask weekly questions during morning meeting 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.

Other questions will include Physical Contact, Health and safety, Anti bullying, Promoting Good Behaviour, Fire Safety, First Aid.

Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically, the Head Teacher will:

- Decide policy;
- Give strategic guidance;
- Monitor and review health and safety issues through the Premises;
- 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:
 - a) Provide safe furnishings, material and equipment
 - b) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently
 - c) Promote the development and maintenance of sound safety, health and welfare practices
 - d) Maintain the premises in a condition that is safe and without risks to health
 - e) 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
 - f) 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

- g) 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 **Head teacher** will:

- 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 a significant accident or incident of violence, complete an Accident / Incident form, available from the Red Folder near the bust of Shakespeare near the entrance.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the Red Folder. 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.

From Peninsula employee Handbook

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.