

The Chelsea Group of Children

The Hall
Waynflete Street
London
SW18 3QG

HEALTH AND SAFETY POLICY

This policy has been written for	All staff at The Chelsea Group of Children
Copies of this policy may be obtained from	The Chelsea Group of Children website http://www.chelseachildren.com As a hard copy on request from the School office. On the School Dropbox File Sharing facility for staff only
This policy links with the following policies	First Aid, Promoting Good Behaviour, Fire Safety, Anti-bullying, Safeguarding and Child Protection, Peninsula Safety Management Folder, Staff Handbook,
Participants and consultees	Director, Headteacher/CGC Health and Safety Officer, DSL Lead First Aider and other staff
Edition, review frequency and dates	This edition (November 2016) Due for review (November 2017)
Relevant statutory guidance, circulars, legislation and other sources of information	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	The day to day responsibility for Health and Safety is the Head Teacher/CGC Health and Safety Officer
Definitions and key terms used in this policy	CGC – Chelsea Group of Children Dropbox – the CGC electronic file sharing facility PinBAIKBu – electronic record of Physical Intervention, Bruise, Accident, Incident, Known to Social Services and Bullying Red Folder – Safeguarding Forms
The rationale and purpose of this policy	The Director 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.
Appendices Standard Operating Procedures (SOP'S)	Appendix A: Health and Safety Policy Document for staff to read and sign. Available from the school office.

	Please refer to the supporting documents ‘Health and Safety Procedures in the red ‘Safety Records’ File kept in the school office.
Introduction	<p>The Director and 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.</p> <p>All aspects of health and safety remain the Directors responsibility however a safe and healthy workplace can only be achieved with the full co-operation of every member of staff.</p>
The aim of this policy	<p>The aim of this policy is to:</p> <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
Procedures and Practices	<p>An Ofsted Consultant provides regular visits to evaluate our excellence and gives guidance to continually improve working practices and standards.</p> <p>Head Teacher or Head of HR 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.</p> <p>Other questions will include Physical Contact, Health and safety, Anti bullying, Promoting Good Behaviour. Fire Safety, First Aid.</p>

Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically, the **Director and 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
 - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently
 - d) Promote the development and maintenance of sound safety, health and welfare practices
 - e) Maintain the premises in a condition that is safe and without risks to health
 - f) 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
 - g) 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
 - h) 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** Jessica Duemler will:

- Be responsible for the day-to-day implementation of school safety organisation;
- Develop a culture of safety throughout the school;
- Report to Director on pertinent issues
- Report accidents and incidents of violence to the Director immediately
- 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 Director 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.

	<p>From Peninsula employee Handbook</p> <p>E) HYGIENE</p> <ol style="list-style-type: none"> 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. <p>F) HYGIENE FOR FOOD HANDLERS</p> <ol style="list-style-type: none"> 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 or Director. 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.
Persons with particular responsibilities	Headteacher – Jessica Duemler, Lead Fire Marshall – Pavol Neupauer, Lead First Aider – Chiara Secchi