

CHEPSTOW HOUSE



All School Health and Safety Plan

September 2023 - August 2024

Policy Reviewed by Gemma Fossett

Review date: June 2023

Next review date: June 2024

Signed:

A rectangular box containing a handwritten signature in black ink, which appears to be 'Gemma Fossett'.

Submitted: June 2023

This Policy was created 2010 and has been reviewed annually since.

Health & Safety Plan

Chepstow House School

1. Introduction

The Chepstow House School Health and Safety Plan supports the Alpha Plus Group Health and Safety Policy and Arrangements. The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the school. This document will have regard to the Health and Safety: responsibilities and duties for schools.

The Health and Safety Plan is not intended to duplicate the Group Policy and Arrangements, but rather represents a statement of the actions taken by the Head to ensure compliance with health and safety law.

The Health and Safety Plan will be agreed by the Senior Leadership Team and staff representatives and subject review annually or in the event of any significant change. When referring to Chepstow House School this does include Nursery.

2. School Roles and Responsibilities

Key roles and responsibilities have been identified for the management of health and safety and implementation of the health and safety plan within the school as follows:

2.1 Head

The responsibilities of the Head are outlined in the Alpha Plus Group Health and Safety Policy. To ensure the effective management of health and safety within the school/college specific health and safety responsibilities have been delegated as follows:-

- **Karen Etherington**, Deputy Head. Health and safety issues as they relate to the welfare and protection of children
- **Gemma Fossett**, Assistant Head - Health and Safety Officer. Operational responsibility for implementation and monitoring of this Health and Safety Plan.
- **Les Coombe**, Premises Manager. Day-to-day safety, cleanliness and tidiness of the premises. Identifying risks and repairs, and resolving/escalating as appropriate. Liaison with APG Director of Property and outside contractors as required.

3. H&S Communication and Consultation

1. Communication of Health and Safety Information

Health and Safety Information will be communicated to staff as follows:

- As part of their induction at commencement of employment. This will include the Alpha Plus Group Health and Safety Policy and Arrangements and health and safety information/risk assessments specific to their role.
- Through ad-hoc staff meetings; as part of staff appraisals and one to one meetings with line management
- Feedback from Health & Safety Officer and Premises Manager surveys.
- Display of relevant health and safety information on staff noticeboards

- Access to the Alpha Plus Group Portal
- Through email communications.

3.2 Communication of Health and Safety Information

The Head has established a Health and Safety Committee in line with the requirements of the Alpha Plus Group Health and Safety Policy and Safety Arrangement on Communication and Consultation.

Membership of the Health and Safety Committee for the School is as follows:

- Angela Barr – Head
- Gemma Fossett- Assistant Head - Health and Safety Officer
- Karen Etherington – Deputy Head
- Les Coombe – Premises Manager

The Health and Safety Committee is responsible for:

- co-ordinating the implementation of the Health and Safety plan. They will regularly review measures taken to ensure the health and safety of employees, pupils and staff
- meet regularly to discuss matters concerning health and safety
- carry out an inspection/survey of the School once every term
- review and update any risk assessments (where necessary)
- discuss training requirements (e.g. fire training)

The Health and Safety Committee meets once every term and minutes are kept on the teachers' shared drive.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEALTH AND SAFETY OFFICER, AND IF IT RELATES TO CHILD WELFARE AND PROTECTION, TO THE DEPUTY HEAD. The issue will then be recorded and passed on to the relevant member of the Health & Safety committee.

4. First Aid Arrangements

First aid arrangements, a list of first aiders, protocols for the management of head injuries and administration of medicines are detailed in the All School Policy for First Aid, Allergies, Accident and Emergency Procedures and Administering Medicines.

5. Accident/Incident Reporting and Recording Arrangements

All accidents, incidents, near misses and dangerous occurrences will be reported to the Head and recorded in the Accident Book/Incident Log.

All accidents/incidents will be subject to review and investigation by the Head to ensure that, where appropriate, action is taken to prevent a recurrence.

Reporting of accidents and incidents (RIDDOR) are incorporated in the Chepstow House First Aid Policy and all forms are kept at Main Reception.

6. **Fire Safety**

Fire safety and evacuation arrangements, including details of fire officers, fire evacuation procedures and personal emergency evacuation plans, are detailed in the All School Policy for Fire and Emergency Evacuation and Drill Procedures.

7. **Security and Lock Down Procedures**

Arrangements for lockdown are detailed in All School Policy for Lockdown Procedure . Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of SharePoint.

The Premises Manager and Cleaning Supervisor are the designated key holders and are responsible for the security of the building.

The building has CCTV cameras positioned outside the external gates. Office staff can clearly see who is entering or leaving the premises. Gates are kept locked and shut at all other times. The recorded CCTV disc can be accessed by Head Office, or the installation company, in the event of an incident.

All visitors are required to report to the reception in Main School and Nursery, they must sign in and out and are given visitors badges.

NB: Reference to the health and safety on Educational visits is detailed in the **Educational visits policy** and further emergency procedures than fire and lockdown procedures are detailed in the **Critical Emergency Action Procedures**. Health and safety training is completed by all staff which includes manual handling and working at height.

8. **Asbestos Survey and Management Plan**

Chepstow House School maintains an Asbestos Register which is subject to Annual review, though there are currently no instances of asbestos on the premises. (Refer to Premises Health and Safety Folder.)

9. **Driving and Vehicles**

Chepstow House School does not own or operate any vehicles. Regarding transportation of children, please see the All School Policy for Educational Visits.

School traffic and car parking is a hazard at Chepstow House due to its location in the highly congested Lancaster Road. Details of procedures to be followed are available on the school website ([link here](#)).

10. **Risk Assessments**

Risk assessments have been prepared for identified significant hazards within the school and are listed below. The Health and Safety Officer is responsible for the communication of risk assessments to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient.

Risk assessments are made available to staff via the staff SharePoint shared drive, or on request from the Health and Safety Officer. (Refer to Health and Safety Policy Risk Assessment Policy)

List of Risk Assessments:

Pupils and Staff

(inclusive but not exhaustive can be found in Health and Safety Policy, Procedure Guidance and Risk Assessment, 7. Health and Safety Procedure Guidance, 7b. Additional Supporting Paperwork to Accompany Portal, Risk Assessments)

- Staff risk assessments (e.g. clinically vulnerable, suspension, allegations of abuse)
- PREVENT
- Use of hazardous substances in school science room and art room (COSHH)
- Sports activities – venues risk assessment
- Sports activities - swimming
- Sports activities – walking to venues
- Sports activities – travel by coach
- Library visit risk assessment
- EYFS off-site risk assessments (sample)
- Educational visit example risk assessment
- Return to School Covid

(a list which is inclusive but not exhaustive of all risk assessments within Appendix 1 as well as below can be found in Health and Safety Policy Folder and in Part 3b Welfare, Health and Safety of pupils, Section 7b)

First aid

- Fire safety/Emergency evacuation
- Bodily fluids
- New and expectant mothers
- Drama and music activities (e.g. stage sets and props, damage to hearing)
- Equipment safety considerations

Premises

- Main school playground
- Main school garden
- Main school kiss and drop
- Main school Reception playground
- Main school roof terrace
- Main school wild area
- Main school classrooms
- Main school resource room – prep and pre-prep
- Main school corridor and stairs to the mezzanine
- Main school children's toilets
- Main school staff toilets
- Main school office
- Main school SLT office
- Main school Staffroom
- Main school photocopy room
- Main school gymnasium
- Main school art room
- Main school science room
- Main school reception area
- Main school hall/dining room
- Music and Drama events
- EYFS on-site risk assessments (sample)

- Nursery playground
- Nursery corridors
- Nursery classroom
- Nursery children's toilets
- Nursery office
- Nursery kitchen
- Nursery playground
- Nursery staffroom
- Chepstow Events for parents
- School outside events/FCH outside event eg: Summer Fayre

Accident prevention

- Art equipment
- Music equipment
- Science equipment
- Sport equipment

Mentioned within relevant risk assessments:

- Manual handling
- Lone working