

CHEPSTOW HOUSE



All School Health and Safety Plan

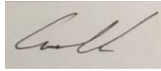
September 2021 - August 2022

For full Health and Safety Policy and Risk assessments see Health and Safety Folder

Policy Reviewed by Gemma Fossett

Review date: June 2021

Next review date: June 2022

Signed: 

Submitted: June 2021

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 which are available on the Portal ([link here](#)). The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the school.

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.

2. School/College 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. 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:-

- **Lucy Ritchie**, Deputy Head, Pastoral. Health and safety issues as they relate to the welfare and protection of children
- **Gemma Fossett**, Health and Safety Officer. Operational responsibility for implementation and monitoring of this Health and Safety Plan.
- **Mike Cahillane/Les Coombe**, Premises Manager/ Caretaker. 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

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 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

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. 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)

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

- Angela Barr – Head
- Gemma Fossett- Health and Safety Officer
- Lucy Ritchie – Deputy Head
- Mike Cahillane –Premises Manager

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 PASTORAL.

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 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

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 and personal emergency evacuation plans, are detailed in the All School Policy for Fire and Emergency Evacuation and Drill Procedures.

7. Lock Down Procedures

Arrangements for lockdown are detailed in All School Policy for Lockdown Procedure (Portal). Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal ([link here](#)).

8. Security of Premises

The Premises Manager, Caretaker 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.

9. 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.)

10. 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](#)).

11. 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 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

- Staff risk assessments (e.g. clinically vulnerable, suspension, allegations of abuse)
- Sports activities – venues risk assessment
- Sports activities - swimming
- Sports activities – walking to venues
- Sports activities – travel by coach
- Sports activities – swimming gala
- Sports activities – gala
- Drama and music activities (e.g. stage sets and props, damage to hearing)
- Library visit risk assessment
- EYFS off-site risk assessments (sample)

- Educational visit example risk assessment
- First aid
- Fire safety/Emergency evacuation
- New and expectant mothers
- PREVENT risk assessment
- COVID risk assessment

Premises

- Main school playground
- Main school garden
- Main school kiss and drop
- Main school main gate
- Main school gate entry to school
- Side entry to prep school entrance
- 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

- EYFS on-site risk assessments (sample)
- Nursery playground
- Nursery side and main entry to school
- Nursery corridors
- Nursery classroom
- Nursery children's toilets
- Nursery office
- Nursery kitchen
- Nursery playground
- Nursery staffroom
- Chepstow Events for parents
- Summer fayre
- School outside events/PCH outside event
- Unauthorised access to school premises
- Use of hazardous substances in school laboratory and art room (COSHH)