



## Hazelwood School

### HEALTH & SAFETY POLICY

#### *This Procedure includes the Hazelwood Nursery*

The Governors of Hazelwood School and Directors of The Nursery recognise that under The Health and Safety at Work Act 1974, they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees. They also have duties towards pupils, the public, contractors and any other persons who use the school premises that the relevant health and safety laws are complied with as set out in *Health and Safety Advice on Legal Duties and Powers for local authorities, Head Teachers, Staff and Governing Bodies (2014)*. The Governors and Directors believe that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.

#### **Statement of Intent**

The aim of Hazelwood School including the Nursery is "To provide a safe and **healthy working and learning environment for staff, pupils and visitors**".

The Governors and Directors will take reasonable steps to reduce hazards to a minimum. Staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises or while taking part in school-sponsored activities.

In particular, the Governors and Directors respectively undertake to provide:

- A safe place for staff and pupils to work including safe means of entry and exit.
- Safe and healthy working conditions which take account of all appropriate:
  - i) statutory requirements,
  - ii) codes of practice whether statutory or advisory, and
  - iii) guidance whether statutory or advisory.
- Supervision, training and instruction so that all staff and pupils can perform their School-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities.
- Adequate welfare facilities.
- Plant, equipment and systems of work which are safe.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- Safe arrangements for the handling, storage and transport of articles and substances

#### **Consultation**

So far as is reasonably practicable the Governors and Directors will make arrangements for all staff, including temporary and voluntary staff and helpers to receive comprehensive information on:

- this Policy,

- all other relevant health and safety matters,
- the instruction and training which is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

**Advice**

Suitably trained and competent staff will be retained by Hazelwood School and its Nursery to provide the necessary health and safety advice to the School, Head and Head of Operations. Where appropriate, independent consultants will be used to provide this advice.

External H&S Officer: Officer of In-House Safety

01933 626444

**Employee Obligations**

Section 7 of The Health and Safety at Work Act 1974 imposes duties on employees. An employee must take reasonable care of themselves and others who may be affected by their acts or omissions. In addition, the employee must use any equipment that has been provided for the assistance of health and safety such as protective clothing. The employee must not interfere with, or misuse this equipment.

The Governors of Hazelwood School and Directors of the Nursery accept their duties as outlined in the above statement. They will continue to promote standards of health, safety and welfare throughout the School. They will periodically assess the effectiveness of this Policy and ensure any necessary changes are made. They will make themselves familiar with the requirements of the above-mentioned Act and any Regulations relevant to the work of the School. Health and Safety is considered a responsibility at least equal in importance to that of any other function in the School. This Policy will be reviewed and updated annually.

Signed:



**Chairman  
Board of Governors - Hazelwood School**

Date: 24.6.24

Signed:



**Chairman  
Nursery Board of Directors**

Date: 24/6/24



## **Management Structure**

### **The Governors and Directors**

The Governors and Directors accept full responsibility for health and safety within the School. They will regularly monitor the effectiveness and implementation of the Health and Safety Policy via its Governor Compliance and Property Committees. They will revise the Policy when necessary. The Governors and Directors will ensure that any changes to the Policy are communicated to all employees.

### **The Head**

The Head is responsible to the Governors and Directors for the health and safety of employees, pupils and members of the public in relation to the running of the School, its premises and the activities carried out there.

The Head, in partnership with the Head of Operations (or other nominated individual), will:

- a) be aware of the basic requirements of The Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School.
- b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the School premises or facilities and services or attending or taking part in School sponsored activities,
- c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the School premises and facilities,
- d) ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled,
- e) consult with members of staff, on health and safety issues,
- f) arrange systems of risk assessment to allow the prompt identification of potential hazards,
- g) carry out periodic reviews and safety audits on the findings of the risk assessment,
- h) identify training needs of staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters,
- i) encourage staff, pupils and others to promote health and safety,
- j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay,
- k) encourage all employees to suggest ways and means of reducing risk,
- l) collate accident and incident information and when necessary, carry out investigations,
- m) monitor the standard of health and safety throughout the School, including all School based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who constantly fail to consider their own well-being or the health and safety of others,
- n) monitor first aid and welfare provision,
- o) monitor the management structure, along with the Governors.

### **The Head of Operations**

The Head of Operations has the delegated authority of the Hazelwood School Board of Governors, The Nursery Directors and the Head and will:

- a) ensure appropriate and adequate resources are made available for the



- b) implementation of the Health and Safety Procedure,
- b) be directly responsible for implementing the School's Health and Safety Policy,
- c) ensure that arrangements are in place for long term health and safety plans,
- d) ensure effective planning through elimination and control of risks and hazards, provide adequate insurance cover for both statutory and the School's needs,
- e) provide funds, within the School budget. which are adequate to meet health and safety requirements.
- f) ensure that effective Health and Safety training is provided throughout the School.

**Duties of Supervisory Staff e.g. Catering Manager, Estates Manager, Fire Officer, Nursery Manager**

All supervisory staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other legislation which may be relevant to their work area of responsibility.

They will be directly responsible to the Head/Head of Operations to ensure any one or all of the following:

- a) safe methods of working exist and are implemented throughout their department,
- b) health and safety regulations, rules, procedures and codes of practice are being applied effectively,
- c) staff, pupils and others under their jurisdiction are instructed in safe working practices,
- d) new employees working within their department are given instruction in safe working practices,
- e) regular safety inspections are made of their area of responsibility as required by the Head as necessary,
- f) positive corrective action is taken where necessary to ensure the health and safety of all staff, pupils and other team members,
- g) all plant, machinery and equipment in the department in which they work is adequately guarded, in good, safe working order and is serviced regularly with records kept,
- h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work,
- i) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work,
- j) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled,
- k) all staff monitor the standards of health and safety throughout their area of responsibility, encourage staff, pupils and others to achieve the highest possible standards of health and safety,
- l) all health and safety information is communicated to the relevant persons,
- m) they report, as appropriate, any health and safety concerns to the appropriate individual.

They will take direct interest in the School's Health and Safety Policy and help other members of staff, pupils and others to comply with its requirements.

**Duties of All Members of Staff**

All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other legislation which may be relevant to their work area.

They should:



- a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work,
- b) as regards any duties or requirements imposed on their employer or any other persons by or under any of the relevant statutory provisions, co-operate with them so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular all members of staff will:

- a) be familiar with the Health and Safety Procedure and any safety regulations as laid down by the Governors of Hazelwood School and Directors of the Nursery as appropriate,
- b) ensure health and safety regulations, rules routines and procedures are being applied effectively by both staff and pupils,
- c) see that all plant, machinery and equipment is guarded (where applicable), and in good working order
- d) not make improper use of plant, machinery or equipment,
- e) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied,
- f) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled,
- g) report any defects in the premises, plant, equipment and facilities which they observe,
- h) take an active interest in promoting health and safety and suggest ways of reducing risks,
- i) complete risk assessments for any aspect of curriculum teaching or offsite visits as appropriate.

#### **Competent Persons**

Under the Management of Health and Safety at Work Regulations 1999, the School is required to appoint a competent person to assist in undertaking the measures necessary to comply with the relevant statutory provisions:

The following have been appointed as competent persons for the Hazelwood School and Nursery:

- Health and Safety Advice - The Schools' Health and Safety Adviser of In-House (01933 626444).
- Day to day running of health and safety matters - Head of Operations and the Estates Manager

#### **Reference:**

*Management of Health and Safety at Work Regulations 1999*



The School holds the SafetyMark in recognition of its management and execution of all Health and Safety matters. It is subject to a biennial audit to retain the award. The Head of Operations has completed the NEBOSH National General Certificate in Occupational Health and Safety, and Estates Manager has completed the IOSH accredited Health and Safety for Schools.

### **Accident Reporting**

The Head of Operations is responsible for ensuring that a record of all accidents is kept. The Head of Operations is also responsible for ensuring that accidents, ill health and dangerous occurrences, which are reportable to The Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are notified within the prescribed period on form F2508. In addition, OFSTED is to be notified of such cases in respect of the Nursery and Early Years children within 14 days.

### **Reference**

*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2016 (RIDDOR)*

### **First Aid**

A list of first aiders and appointed persons will be displayed throughout the School and Nursery site (HN). First aid boxes, as required by the First Aid at Work Regulations 1981, will be kept at the locations shown at Annex A to this Procedure. The contents of the boxes are replenished as necessary. This will be carried out by the School Nurse on the Hazelwood site and the First Aid Co-ordinator on the HN site.

All first aiders/appointed persons will be fully trained by an accredited organisation e.g. St. John's Ambulance. Records of staff first aid training are kept by the HR Manager. No member of staff or parent helper should administer first aid unless they have received proper training.

A copy of the First Aid Policy is kept in the Staff Handbook.

There are four defibrillators available on the Hazelwood School site. One is positioned securely outside the Sports Hall in a central position, one is outside the Bawtree Hall, the swimming pool lobby, and in the Pavilion. There is one defibrillator on the HN site and is located in the staff room to be accessible to all staff and lettings. The School Nurse has undertaken defibrillator training and in turn has disseminated this information to First Aiders and staff members.

### **Reference:**

*First Aid at Work Regulations 1981. Further guidance can be found in: Arrangements for First Aid Provision in Schools and Colleges HMSO First Aid in Educational Establishments HSE.*

### **Administration of Medicines Policy**

Staff at the HN site will only administer medicines which have been prescribed by a child's GP. Nominated Hazelwood School staff can administer medicine which is both prescribed by the GP and over-the-counter medicine which is provided by the parent.

In these circumstances:

- The dosage to be given must be clearly marked on the container with the date and the child's name.
- Parents will provide written instructions concerning the administration of the



medication. This written instruction can only be accepted on the School's official form.

- The person administering the medication will complete the detail (name of medication, dose given, and time given) in the child's file.
- All medication will be kept in a locked, inaccessible cupboard (to the children).
- At the end of the school day, the parent must collect the medication and countersign the medication record.

Children who are not well should remain at home. However, if a child is feeling better, their temperature has been down for 24 hours and they are well enough to attend school, parents may visit the School to administer an antibiotic at a mutually convenient time. In exceptional circumstances when an extended course of antibiotics is provided, the School Nurse or Nursery Manager should be contacted by parents to discuss a child's medication.

Inhalers for children who suffer with asthma will be kept in the Medical Room in named pigeonholes and if required for sport, an inhaler is kept within the child's locker. The administration of the inhaler will be given under direct instruction from a trained member of staff.

### **COSHH Regulations**

No hazardous chemicals will be used in the School until an assessment has been carried out in accordance with the Control of Substances Hazardous to Health Regulations 2002. The Estates Manager will keep all relevant COSHH assessments for:

- Substances used in cleaning materials
- Substances used in maintenance duties
- Substances used for the swimming pool treatment
- Substances used for gardening maintenance

The Catering Manager will keep all the relevant COSHH assessments for:

- Substances used in the kitchen

The Head of each curriculum department will ensure that any substances used in teaching the subject are assessed for health and safety, and that COSHH assessment records are kept available. The Head of each curriculum department will ensure that the contents of the COSHH assessment are passed on to other teachers, pupils etc who may be exposed while using the substance.

### **Reference:**

*Control of Substances Hazardous to Health Regulations 2002*

### **Consultation with employees**

The Governors of Hazelwood School and Directors of the Nursery acknowledge the importance of employee involvement in health and safety matters.

The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with employees in good time on:

- the introduction of measures which could substantially affect health and safety of employees,
- the appointment of competent persons under The Management of Health and



- Safety at Work Regulations 1999, for the purpose of health and safety assistance,
- any health and safety information which the employer is required by law to provide to the employees,
- the introduction of new technologies in the workplace,
- organisation and planning of health and safety training which the employer is required by law to provide.

The consultation must be via the employer or their appointed representative.

Consultation with employees at the School will be given via the Health & Safety Officer who is the Head of Operations.

In addition, the School and HN site will hold Health and Safety Committee Meetings once a term to review all health and safety matters as they relate to each site.

**Reference:**

*Health and Safety (Consultation with Employees) Regulations 1996*

**Staff Safety**

The health and safety of staff at Hazelwood School is of utmost importance. The environment in which they work is closely monitored to ensure that it, and the equipment they use, is maintained and meets necessary standards.

In addition, through the Health and Safety Committees, and through open feedback to the Head of Operations, they can at any time make suggestion and petition for changes.

Any acts of violence or aggression towards them is not considered acceptable and the School's Behaviour, Rewards, Sanctions, Discipline and Exclusions or Code of Conduct (Staff) policies will be considered in dealing with the aggressor (be it pupil, fellow staff member or parent). A copy of this Policy is included in the Staff Handbook.

The School's Stress Policy (see appendix) provides support for the staff and there is free counselling advice available through the School's insurance plan.

**Contractors**

The primary duty for establishing and monitoring safe work of contractual maintenance work on School premises rests with the Head of Operations. The Head of Operations may, on occasion, defer this responsibility to the Estates Manager.

With the introduction of the 2015 regulations governing Construction Design Management (COM), the School will consider consulting with a COM when progressing with its programmes of refurbishment and site development to ensure all aspects of health and safety are addressed.

The Safety Officer (the Facilities Manager), in partnership with the Estates Manager, will check on a regular basis with contractors working on the site to ensure that the work carried out by the contractors will not present any health and safety hazards that may interfere with the safe functioning of the School.

Whilst onsite, the contractor will need to adhere to the 'Contractors On-Site Policy' a copy of which will be shared prior to arrival on site. The contractor will be given emergency and fire evacuation procedures prior to commencement of work.



The contractor will be required to read the contents of this Health and Safety Policy and any specific contractor 'Site Rules'. They will be requested to sign a declaration to indicate that they have read the documentation and understand its contents. By signing, and accepting the contract, the individuals agree to adhere to all stated Health and Safety protocols. A Hot Works Licence will be required if appropriate.

A contractor checklist is required to be completed and signed prior to arrival onsite. This includes details of DBS clearance and rights to work in the UK.

**Reference:**

*Health and Safety at Work Act 1974*

**Lettings**

We are committed to safeguarding and promoting the welfare of children and young people and expect hirers of School premises to share this commitment. All hirers working with children are required to have DBS disclosure at an appropriate level (as defined by the Criminal Records Bureau) for those individuals working in school premises on behalf of the hirer.

The Lettings Administrator has the responsibility for providing all hirers with the correct information including booking forms and agreements regarding hiring School facilities. The hirer confirms that a full risk assessment has been carried out to eliminate, to the best of their ability, any potential risks.

The hirer shall bear the sole responsibility for any personal injury, loss or damage incurred either by a member of the hirer's group or any other user of the facilities during the period of hire, howsoever such injury, loss or damage may have been caused. This does not affect any duty of reasonable care placed on the School. Where appropriate, the hirer is expected to have their own Public Liability Insurance.

**Display Screen Equipment**

The Health and Safety (Display Screen Equipment) (DSE) Regulations 1992 require an employer (who spends more than 45 minutes in any given hour) to carry out an assessment of workstations to identify risk. Risks must be remedied, so far as is reasonably practicable, as soon as possible.

The Governors of Hazelwood School and Directors of the Nursery will ensure that

- an assessment of each workstation is undertaken taking into account the furniture, the working environment and the employee or pupil,
- all necessary measures are taken to remedy any risks found as a result of the assessment,
- software is regularly reviewed to ensure its suitability for the task,
- eye tests will be provided to employees on request at regular intervals,
- employees are made aware of risks to their health, safety and welfare when working with DSE and how the risks can be avoided.

The assessment of workstations will be carried out by the Health & Safety at Work Consultant. The Estates Manager will keep a copy of assessments.

**Reference:**

*The Health and Safety (Display Screen Equipment) Regulations 1992*



### **Electricity**

The arrangements for the periodic testing of the fixed electrical installation on the site are made by the Head of Operations. The School will arrange for testing of portable electrical equipment in accordance with The Electricity at Work Regulations 1989. Records of the Portable Appliance Testing (PAT) is maintained by the Estates Team with a schedule for re-testing as required. Each tested appliance is given a unique number for ease of identification and tracking.

The day-to-day inspection of all equipment to detect visible signs of damage or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Any equipment found to be unserviceable will be taken out of service immediately, labelled and locked away until repaired or replaced.

All electrical equipment brought into the School from other sources will be checked for its suitability for the purpose it is to be used. The person who has arranged for this is responsible for ensuring that the checks have been carried out prior to use.

### **Reference:**

*Electricity at Work Regulations 1989*

### **Equipment**

Work equipment means any machinery, appliances, apparatus or tools that will be used for starting, stopping, programming, setting, transporting, repairing, modifying, repairing, servicing and cleaning.

All equipment provided by the School for use at work will comply with the Provision and Use of Work Equipment Regulations 1998. The main provisions are to ensure that all work equipment will be suitable for the purpose and used only for that purpose, maintained adequately, and restricted only to people given the task of using it.

The School will undertake to carry out an assessment of risks using the equipment and measures will be taken to protect against potential hazards. Ideally, the School will endeavour to eliminate the hazard, but may as a last resort, include issuing personal protective equipment.

Training will be provided for people using and maintaining the equipment. The School will:

- Select equipment responsibly.
- Ensure that any work equipment is only used for the purpose and under conditions which it is suitable
- Ensure that it is properly maintained.
- Make special precautions where the use of equipment involves a specific risk.
- Provide employees/pupils with written health and safety information, instruction and training.

Examples of work equipment that can be found in the School, as defined by the Regulations are computers, overhead projectors, photocopiers, ladders, and floor cleaners.

**Reference: *Provision and Use of Work Equipment Regulations 1998***

### **Fire**

The Estates Manager is responsible for ensuring that fire drills are carried out within the



School and the Hazelwood Nursery and for co-ordinating all other aspects office safety. The fire alarms and fire equipment will be tested and maintained in accordance with Local Authority guidelines and The Regulatory Reform (Fire Safety) Order 2005.

The School's duly appointed Fire Officer will conduct regular 'fire-walks' to ensure that all escape routes are kept clear and to identify any potential hazards which may assist a fire in starting and/or spreading.

The School will ensure:

- All employees are trained in fire evacuation procedures.
- Escape routes are clearly marked throughout the School.
- Copies of the fire evacuation procedure are kept in both School Offices and each classroom.
- Pupils are instructed in the correct evacuation procedures and a fire drill takes place at least once termly.

The Regulatory Reform (Fire Safety) Order 2005 requires all employers to carry out Fire Risk Assessment of the premises. If risks are identified the School will take measures to prevent or reduce them.

A copy of the Fire Risk Assessment and fire logbook is kept in the Estate Manager's Office.

**Reference:**

*The Regulatory Reform (Fire Safety) Order 2005*

**Manual Handling**

As employers, the Governors of Hazelwood and Directors of the Nursery must ensure that all members of staff avoid manual handling operations where this is reasonably practicable.

If any hazardous lifting operations, which cannot be avoided, are undertaken, a risk assessment is first carried out. This is required under the Manual Handling Regulations 1992 and also duplicates the duty under the Management of Health and Safety at Work Regulations 1999.

Staff required to carry out manual handling activities, including all Nursery staff, will be trained in manual handling operations in accordance with the above Regulations.

In every case no member of staff should attempt to lift or move heavy items without the assistance of the School Estates Team.

**Reference:**

*Manual Handling Operations Regulations 1992*

*Management of Health and Safety at Work Regulations 1999*

**PE**

Children are taught to carry/move PE equipment in a safe manner and in accordance with agreed procedures.

Staff are instructed to take extra care where equipment is used. Staff will adhere to agreed policies for particular activities. Where it is felt appropriate, a separate and dedicated risk assessment will be requested for a particular event, sport or activity.



It is the responsibility of the Heads of Boys' and Girls' Games in conjunction with the Estates Manager to carry out annual safety checks on the School's sports equipment and to take remedial action where this is identified by the external assessor.

### **Personal Protective Equipment**

Personal Protective Equipment (PPE) means all equipment intended to be worn or held by a person at work in order to protect him or her against one or more risks to his or her safety.

In schools, PPE will include such items as gloves, aprons, eye protectors etc.

The School will ensure that PPE will be provided to employees/pupils who may be exposed to a risk, as identified under the requirements of the Management of Health and Safety at Work Act 1974.

Where necessary PPE will be provided and arrangements will be made to ensure that it is used correctly and maintained in accordance with the Personal Protective Equipment Regulations 1992.

All persons required to use PPE will be fully trained in the use of such equipment.

In the case of a Pandemic, the appropriate supply and use of PPE will be covered within the Risk Assessment drawn up to cope with the crisis.

### **Reference:**

*Personal Protective Equipment Regulations 1992 Management of Health and Safety at Work Regulations 1999*

### **School Trips**

School trips will be thoroughly researched and planned. Staff will ensure that they have visited the proposed venue prior to the planned trip and made all necessary arrangements for the children's health, safety and welfare. An Offsite Activities and Visits Risk Assessment will be carried out before the school trip. The detail of the risk assessment will depend on the nature of the trip. Factors that may affect risk levels on School visits include:

- The pupils' age, maturity, competence and fitness.
- Any pupils with special education needs.
- The location.
- The activities included in the visit.
- The experience and competence of supervisory staff.
- Seasonal conditions and weather conditions.
- The adult:child ratio appropriate for the age of the children.
- The opportunity for the children on the trip to engage with strangers.
- The means of travelling to the venue or site of visit.
- The use of school minibuses/external coach/individual private cars.

The person in charge of the trip will complete the risk assessment. It will be signed by both the Head and the Head of Operations.

Before the party leaves the School, all accompanying adults will be instructed and briefed



about safety and control procedures. All children will be briefed and instructed on safety procedures; in particular the need to stay close to the supervising adult at all times.

The School will ensure that any accident that occurs whilst on a school visit is reported immediately to the Head of Operations. In the event of an emergency, procedures regarding how information should be passed to all the relevant responsible people and to parents should be agreed.

**Reference:**

*Health and Safety of Pupils on Visits Department for Education.*

**Swimming Pool**

The Estates Manager and Head of PE/Swimming will be responsible for the safe operation of the swimming pool and the swimming pool environment such as plant operation and water treatment. This task may be delegated to a member of the Estates Team.

Appropriate personnel will be adequately trained in the swimming pool operation and water treatment.

The chemicals used in the water treatment of the swimming pool are hazardous therefore the Control of Substances Hazardous to Health Regulations 2002 will apply. All operations involving hazardous material will be assessed, and appropriate control measures will be implemented. Written rules on how chemicals are to be used are kept in the swimming pool plant room, including storage of chemicals, dealing with spills and emergencies and protective clothing.

Disinfection will be checked by regularly testing the levels of free chlorine in order that any necessary adjustments can be made. Tests will be carried out before each morning and afternoon session. Tests for pH will be conducted twice a day. Results of checks will be kept in the swimming pool water treatment log.

Swimming pool equipment is maintained by the Head of PE/Swimming with the support of the Estates Team. They are responsible for the safety and maintenance of this equipment.

Regular inspections will be carried out to check the condition of the pool, poolside and associated areas. It will include making checks of:

- Steps, diving equipment and handrails.
- Pool surround.
- The pool and pool hall heating and ventilation.
- Safety signs and notices e.g. depth marking.
- Safety equipment.

The School will ensure that at least one first aid trained adult will be at the poolside at all times.

The School's Normal Operating Procedures and Swimming Pool Safety Policy is displayed at the poolside.

The School recognises that the use of the swimming pool gives rise to a number of hazards. All pupils and users of the pool are made aware of such hazards either in the operating procedures or by oral instruction.



Further guidance can be obtained from: *Managing Health and Safety in Swimming Pools 2018* published by HSE.

### **Asbestos Management**

The School's Asbestos Policy is included at the end of this Policy. An asbestos register is maintained and ambitions in place, as the School develops plans for the site, to reduce and replace the remaining incidences of asbestos.

All contractors are made aware of asbestos if in areas of working. All incidences of asbestos are labelled clearly.

### **School Vehicles**

The School operates a number of vehicles including six minibuses, a utility vehicle lawnmowers and other ground maintenance machinery.

All vehicles and machinery are regularly serviced and maintained. All members of staff who drive the minibuses pass a competency test. The School is aware of and ensures that the drivers have the necessary licence with which to drive. As part of the health and safety briefing of all grounds and maintenance staff, instructions are given in the operation of all machinery. Annual checks are carried out on drivers' licences to ensure they remain eligible to drive.

The Estates Manager, in partnership with the Head Groundsman, is responsible for the safe operation of machinery on the School and Nursery site.

### **On site Vehicle Movement**

There is a strict speed limit for all vehicles whilst on the School or HN sites (5mph). This is clearly signposted on entry to Hazelwood School and the Nursery. In peak traffic times staff members patrol the car parks to ensure that all parents observe these limits. The wardens patrol the zebra crossings within the School car park to ensure that they are safe for the children to cross. Lights in the car parks are maintained regularly to ensure a good degree of visibility on darker nights and mornings.

### **Training**

All new members of staff (teaching and non-teaching) will be provided with induction training appropriate to their health and safety needs. In the case of a volunteer or helper, it will be the responsibility of the relevant teacher or supervisor to ensure appropriate information is passed to them.

The Health and Safety at Work Act 1974, specifies that all employers are responsible for instruction, information, training and supervision of employees in relation to health and safety.

Where employees are required to have specific knowledge of health and safety and risks associated with a particular task, the School will undertake to supply the appropriate health and safety training.

### **Reference:**

*Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999*



### **Visitors**

- Outside of drop off and pick up, all visitors will need to use the barrier intercom to access the School site.
- Visitors will not be admitted without first checking the purpose of their visit.
- All visitors will be asked to sign in via the electronic visitor's book. If a visitor is unknown, photographic proof of ID will be requested.
- They will be issued with a visitor's badge/lanyard and will be collected from the School Office by a member of staff. They should always wear their badge whilst on site and be accompanied by a member of staff. Those visitors with a DBS check (as seen by the School) will wear a double (orange and green lanyard) indicating that they can navigate the site unaccompanied if their task requires it.
- All staff are to be vigilant of strangers on site and approach for formal identification if spotted. They should furthermore report strangers on the premises to the School Office using the internal telephone.
- All visitors must sign out and relinquish their visitor's badge when leaving the site.

### **Site Security**

- The Wolfs Hill site is a relatively open site bordered on many boundaries by trees and National Trust woodland (to the front of the property). A new security barrier was fitted in Spring 2021. It is situated at the entrance to the School and will only be open at key morning and afternoon times between 7am-9.30am and 2.30pm-6.30pm. There is also a new gate and fence between the Dining Hall (Library side) and the main building (locker side) to further improve the security of the site, with an additional line of fencing being erected along the neighbours' driveway to further secure the site
- Both sites are made up of a collection of individual buildings which require pupils and
- staff to move between them to carry out their daily learning and duties.
- Security swatches allow authorised personnel to access each building.
- Security is the responsibility of all members of the School community. In particular, the staff has a contractual obligation to maintain a strict awareness of all security matters.
- A separate security risk assessment is in place which in turn informs the School's non-regulatory Security Policies.

### **Slips and trips**

- The Wolfs hill School is built on a slope with changes of levels an inevitable part of everyday life. Similarly on the HN site many buildings are accessed via stairs. All of which requires extra vigilance with regard to the danger and incidence of slips and trips.
- Staff and pupils are made aware of the hazards and running around site is strictly forbidden. Posters placed around the site extol the virtues of safe climbing of stairs and white edges are painted to the external stairs to make them visible.
- In icy conditions, the Estates Team apply salt to the main walkways. If it is considered dangerous to navigate the sites, in extreme circumstances, the School or HN site will close.



- Regular inspections of the sites are conducted by the Head of Operations /Nursery Manager and Estates staff to ensure that the fabric of walkways and staircases is kept in good order.
- Housekeeping staff report any identified issues to the Estates Manager who is their direct line manager.

#### **Monitoring Health and Safety Standards**

In order to monitor the standards of health and safety, the Head of Operations and Estates Manager and his team conduct regular site walkabouts and checks. The results of which are recorded and acted upon as a top priority when needed.

The Governors and Directors will be presented with regular health and safety reports for their consideration. The Health and Safety Committees on both sites meet termly. The minutes of their meetings are available to, and reviewed by, the Governors' Compliance Committee.

The Governor Property Committee conducts an annual inspection of all documents and processes relating to Health and Safety.

#### **Emergency Numbers**

In the case of an emergency situation, all members of staff are aware of the First Aid Policy and the availability of qualified first aiders on site. The necessary alarms should be sounded, and the School's Critical Incident Management Plan (including lockdown procedures) is available should an emergency situation requires it. It is essential that any emergency is dealt with in a calm and controlled manner so as not to fuel panic. The safety of the children and all staff members is the priority.

The Head and SMT have overall responsibility for an emergency situation, and one will take charge of a situation should it arise.

Numbers are detailed below for the emergency services in the area:

Surrey Police	01483 571212
Fire Station at Oxted, South Godstone and Lingfield Surrey Fire Station	01737 242444

Hospitals and Emergency Rooms

#### **Minor Injuries**

Queen Victoria Hospital, Holtye Road East Grinstead East Sussex RH19 3DZ Tel: 01342 414000

#### **Accident & Emergency**

East Surrey Hospital, Canada Avenue, Redhill, Surrey RH1 SRH. 01737 768511



## Annex A to Health and Safety Policy

### **Location of Defibrillators**

#### Hazelwood School

Outside Sports Hall: Willow Building Pavilion

Bawtree Hall

Swimming Pool

Disabled Toilet located in the Pavilion

#### The Nursery and Early Years:

Staff Room

### **Location of First Aid Kits**

Hazelwood School site:

- PE x 12 mobile kits
- Sports Pavilion
- Swimming Pool
- Sports Hall Foyer
- Theatre Props Room
- School Kitchen
- Master Classroom (new) Chestnut Building
- Design Technology Room
- Science Room 1
- Science Room 2
- School Office
- Groundsmen Shed
- Estates Staff Office
- Outdoor Tippee
- Treehouse
- Food Tech Room/Kitchen
- Bawtree Hall
- Art Room
- Library
- Baily middle classrooms on each floor
- 6 Minibuses

In addition there are a number of portable kits, available from the First Aid Room for offsite visits and activities HN site:

- School Office
- All rooms
- The kitchen
- Forest Schools/Nature Area
- Shed on Playground
- Staff Room

Following the 2024 Health and Safety Audit, we now have a critical bleed kit located in the Grounds Shed and in the Medical Room, and appropriate staff have been trained.





Hazelwood School

## **ASBESTOS MANAGEMENT PLAN**

*This Policy includes the Hazelwood Nursery*

### INTRODUCTION

#### **Legal Background**

The Control of Asbestos at Work Regulations 2012 laid a duty upon employers to ensure that asbestos in the workplace was identified by location, type and risk, and that it was properly managed to reduce risk to acceptable levels.

Employers are required to embark on the process of management and to introduce procedures aimed at reducing risk and increasing workplace confidence. Employees are required by law to co-operate with such management plans that are approved and introduced.

#### **Survey**

A professional survey of the Wolfs Hill site was conducted in November 2003 with the purpose of identifying asbestos by type and risk. An additional survey was undertaken at the nursery site in April 2009. Samples were analysed to confirm the material. These surveys, conducted by Appleby Petfield (Chartered Surveyors) are available to view in the Head of Operations's office. This Policy is based on the findings of that report.

A reinspection of both sites will be carried in the Summer Term 2025 by recommendation of our Health and Safety Advisors.

#### **Asbestos Characteristics**

Asbestos is only a risk to health if its fibres are released into the air and they are inhaled in quantity. There are three main types of asbestos: Blue (Crocidolite), Brown (Amosite) and White (Chrysotile). All can be harmful, but Blue and Brown are the most dangerous if inhaled.

It is now illegal to use asbestos in any form in building works, but up until 1999 it was still common practice to do so. **Provided the asbestos remains in reasonable condition and it is not disturbed or damaged, there is no risk to health.**

#### **Hazelwood's Asbestos**

The Appleby Petfield survey discovered 31 traces of asbestos on the site of which 21 were Brown asbestos, and 10 were White. All are in reasonable condition and, as they exist at present, there is no danger to health. There is no Blue asbestos in evidence. The great majority of these cases are in inaccessible or administrative areas.

Since the survey, some of these incidences have been removed as general repairs, maintenance and development of the site have taken place. The School now has 16 traces



on the main site (6 white and 10 brown) and 3 on the Nursery site (all white). The risk level of all (with the exception of two) are low or very low.

### **Register**

An asbestos action plan is contained in the Asbestos Register which is held in the Estates Manager's Office.

### **MANAGEMENT PLAN**

The School has a legal duty to minimise the risk of asbestos poisoning to pupils, employees and visitors. Under the Control of Asbestos at Work Regulations 2012, the School is to identify asbestos traces by type, note the location and condition, record the findings in a Register and develop a management plan to eradicate the threat of asbestos poisoning altogether where possible, and to make other low risk areas safe through professional treatment. A regular and recorded monitoring programme is conducted to ensure that the Management Plan is strictly followed.

### **Management**

The Head of Operations is the School's Asbestos Manager to whom all queries should be addressed. She is responsible to the Governors for the School's management plan and that its provisions are correctly carried out in a timely fashion.

The Facilities Manager and the Estates Manager are appointed Asbestos Wardens. Their function is to carry out termly checks on the asbestos traced areas using the Register; they are to report immediately to the Head of Operations any deterioration in condition.

### **Action in Asbestos Traced Areas**

The School has a legal responsibility to ensure that:

- Confirmed traces of asbestos are signed using the approved method.
- The presence of asbestos is drawn to the attention of all those who are likely to come into contact with the immediate area.
- Maintenance staff and contractors in particular are made aware of the presence of asbestos, and that they are not to disturb it in any fashion.
- The condition of asbestos is regularly inspected on a termly basis by the asbestos wardens. Damaged areas are to be reported immediately to the Estates Manager (see para 3.6).

### **Reducing the Risk of Asbestos**

The School will:

- Work towards the removal of asbestos where it is possible and practical to do so. This is to be noted in the Register.
- Ensure that all other traces which are likely to remain on site are either encapsulated by professional treatment in the cases of Blue or Brown asbestos or local treatment for White asbestos, or otherwise drawn to the attention of pupils and staff.

### **Communication**

The School has a duty to:

- Inform all pupils and employees about the risk of asbestos, and the plan to manage it.



- Ensure that contractors visiting the site are made aware of the Register, and that they have signed a declaration to say that they have seen it.

**Action in an Emergency**

Should the condition of any asbestos deteriorate, the Head of Operations is to call immediately a professional asbestos treatment company to deal with the problem. The area is to be cordoned and closed and the School is to be informed about the risk without delay.

**This Policy was ratified by the Compliance Committee and the Board of Governors in June 2024**