



HEALTH & SAFETY POLICY

This Policy includes the Nursery and Early Years Foundation Stage

The Governors of Hazelwood School and Directors of The Nursery and Early Years 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 (2013)*. 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 and Early Years is **“To provide a safe and healthy working and learning environment for staff, pupils and visitors”**.

The Governors and Directors will take all 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 School Board and Directors respectively undertakes to provide:

- A safe place for staff and pupils to work including safe means of entry and exit.
- Plant, equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take account of all appropriate:
 - i) statutory requirements,
 - ii) codes of practice whether statutory or advisory,
 - 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.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- Adequate welfare facilities.

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:

- i) this policy,
- ii) all other relevant health and safety matters,
- iii) **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 and Early Years to provide the necessary health and safety advice to the school, Head and Bursar. Where necessary, independent consultants will be used to provide this advice.

Employee Obligations

Section 7 of The Health and Safety at Work Act 1974 imposes duties on employees. An employee must take reasonable care of himself and others who may be affected by his 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 Nursery and Early Years 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:

Signed:

**Chairman
Board of Governors
Hazelwood School**

**Chairman
Nursery and Early Years
Board of Directors**

Date:

Date:

ORGANISATION

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. They will revise the policy when necessary. The Governors and Directors will ensure that any changes to the policy are communicated to the employees.

The Head

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

The Head, in partnership with the Bursar (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 Bursar

The Bursar has the delegated authority of the Hazelwood School Board, The Nursery and Early Years' Directors and the Head and will:

- a) ensure appropriate and adequate resources are made available for the implementation of the Health and Safety Policy,
- 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.
- e) provide adequate insurance cover for both statutory and the school's needs.
- f) provide funds, within the school budget, which are adequate to meet health and safety requirements.
- g) ensure that effective H&SW training is provided throughout the school.

Duties of Supervisory Staff eg Catering Manager*, Estates 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/Bursar 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,
- h) all plant, machinery and equipment in the department in which they work is in good and safe working order,
- i) all plant machinery and equipment in the departments is serviced regularly and a record kept of this servicing,
- j) 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,
- k) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work,
- l) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled,
- m) they 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,
- n) all health and safety information is communicated to the relevant persons,
- o) 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.

*Note: from 1st May 2015 the school's catering has been contracted out to Holroyd Howe (HH), a leading provider of catering within the independent schools' sector. The contract between HH and Hazelwood School which governs this provision, provides adequate focus for the observation of all health and safety standards within a kitchen and dining hall setting.

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 duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her 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 Policy and any safety regulations as laid down by the Governors of Hazelwood School and Directors of the Nursery and Early Years 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),
- d) see that all plant, machinery and equipment is in good working order,
- e) not make improper use of plant, machinery or equipment,
- f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied,
- g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled,
- h) report any defects in the premises, plant, equipment and facilities which they observe,
- i) take an active interest in promoting health and safety and suggest ways of reducing risks.

Duties of Holroyd Howe (Catering)

The responsibility for health and safety aspects of work in the school kitchen rests with HH and its Catering Manager. The Catering Manager and the Head will co-ordinate safe working where there is common use of the school facilities e.g. dining area. In particular the Catering Manager is responsible for:

- a) ensuring that all catering staff have received appropriate training according to the needs of their work activities,
- b) keeping records of such training,
- c) where it is determined that personal protective equipment is required then an assessment of the risks will be made to ensure that equipment is suitable,
- d) ensuring that catering staff use personal protective equipment supplied,
- e) conducting an assessment of risk in accordance with the COSHH Regulations with relation to any substances used in the kitchen e.g. oven cleansers,
- f) maintaining a written risk assessment of the risks to health and safety of catering staff whilst they are at work.

Accident Reporting

The Bursar is responsible for ensuring that a record of all accidents is kept. The Bursar 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 1995 (RIDDOR)

First Aid

A list of first aiders and appointed persons will be displayed throughout the School and Nursery and Early Years site (HNEY). 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 policy. The contents of the boxes are replenished as necessary. This will be carried out by the school's Welfare Assistant on the Hazelwood site and the First Aid Co-ordinator on the HNEY 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 in the School Office at both sites. No member of staff or parent helper should administer first aid unless he or she has received proper training.

A copy of our First Aid Policy is kept in the staff handbook. A list of qualified first aiders is available as an appendix at the end of this Policy.

There are two defibrillators available on the Hazelwood School site. One is positioned securely outside the Sports Hall in a central position and the other is in the Pavilion. There is one defibrillator on the HNEY site. The School's Welfare Assistant has undertaken training in its use and in turn has disseminated this information to all First Aiders and staff members.

The HNEY site defibrillator is positioned securely on the wall outside the HNEY Office in the Oak corridor.

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 HNEY site will only administer medicines which have been prescribed by a child's GP. Hazelwood (nominated 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 Head 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 pigeon holes 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.

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 and Early Years:

Health and Safety Advice - The Schools' Health and Safety Adviser, Justin Smith of In-House (0845 873 2390).

Day to day running of health and safety matters - Bursar

Reference:

Management of Health and Safety at Work Regulations 1999

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 and Early Years 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 Bursar.

In addition the school and HNEY site will hold Health and Safety Committee Meetings at least two times in a school year, more if required.

Reference:

Health and Safety (Consultation with Employees) Regulations 1996

Staff Safety

The health & 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 & Safety Committee, and through open feedback to the Bursar, 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).

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 (FIRST ASSIST) through www.myschoolcare.com

Contractors

The primary duty for establishing and monitoring safe work of contractual maintenance work on the school premises rests with the Bursar. He may, on occasion, defer this responsibility to the Estates Manager. With the introduction of the new 2015 regulations governing Construction Design Management, the School will consult with a CDM when progressing with its programmes of refurbishment and site development to ensure all aspects of H&S are addressed.

The Safety Officer (the Bursar) will check on a day to day 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 (see appendix).

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'. He will be requested to sign a declaration to indicate that he has read the documentation and understands its contents.

Within the Contractors' Briefing form, which is signed by the contractor on award of the contract and prior to work commencing on site, there is mention of all necessary health and safety and insurance requirements. By signing, and accepting the contract, the individuals are agreeing to adhere to all stated Health and Safety Policies and best practice.

Reference:

Health and Safety at Work Act 1974

Lettings

The Assistant Bursar (Admin) 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 neutralise, 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.

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.

Discipline

Good behaviour is behaviour that will not disrupt learning opportunities of others. In addition good behaviour does not **hurt** others or interfere with their **safety**. Hazelwood School and the Nursery and Early Years have a Code of Conduct Policy

for staff and a Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy for pupils. A copy of this Policy is included in the Staff Handbook.

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 and Early Years 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 Bursar will keep a copy of assessments. A copy of the Workplace assessment is attached in the appendix.

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 Bursar. The school will arrange for testing of portable electrical equipment in accordance with The Electricity at Work Regulations 1989. Records of the PAT testing 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 that the checks have been carried out.

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 persons 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 for 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 Bursar is responsible for ensuring that fire drills are carried out within the school and for co-ordinating all other aspects of fire safety within the school. 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 RR(FS) O 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 log book is kept in the Estate Manager's Office.
A copy of the Fire Risk Assessment is kept in the Bursar's Office.

Reference:
RR(FS)O 2005

Manual Handling

As employers, the Governors of Hazelwood and Directors of the Nursery and Early Years 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 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 Director of Sports 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 Person Protective Equipment Regulations 1992.

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

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 Bursar.

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 school Bursar. 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 DfE.

Swimming Pool

The Estates Manager 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 facilities team such as the caretaker.

The caretaker 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/bromine 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 once a day. Results of checks will be kept in the swimming pool water treatment log.

Swimming pool equipment is maintained by the Head of 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 Normal Operating Procedures and Swimming Pool Safety Policy is displayed at the poolside. A copy is also distributed in the staff handbook.

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 1999, published by HSE

Asbestos Management

The school's Asbestos Policy is included at the end of this policy. An asbestos register is maintained and strategies 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.

School Vehicles

The school operates a number of vehicles including 5x Mini Buses (of which 3x are lease hire), lawnmowers and other grounds maintenance machinery.

All vehicles and machinery are regularly serviced and maintained. All members of staff who drive the mini buses 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 & safety briefing of all grounds and maintenance staff, instruction is 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 site.

On site Vehicle Movement

There is a strict speed limit for all vehicles whilst on the school or HNEY sites (5mph).

This is clearly signposted on entry to Hazelwood School and the Nursery and Early Years. In peak traffic times at Hazelwood School, car park wardens patrol the car park 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 park are maintained regularly to ensure a good degree of visibility on darker nights and mornings.

The school has introduced a Car Park Etiquette which is shared with all parents. Staff and Parents alike are expected to comply with its recommendations.

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

Use of school and HNEY facilities by members of the public

The school will ensure that all organisers of groups using the facilities will be given sufficient information in order to allow them to avoid any risks to their health and safety including relevant information on fire escape and evacuation procedures. A fire drill will be carried out at least once a year to ensure compliance.

The hirer will be issued with a point of contact. The contract will specify that the hirer will ensure adequate supervision and take responsibility for the health and safety of persons using the facilities.

Where an external organisation is hiring the facilities for an ongoing club or private enterprise (external letting), it is a condition of hire that the third party has their own public liability insurance or request coverage under the school's policy.

Visitors

- Visitors will not be admitted without first checking the purpose of their visit.
- All visitors will be asked to sign the visitor's book. If a visitor is unknown, proof of ID will be requested.
- They will be issued with a visitor's badge and will be collected from the school's reception area by a member of staff. They should wear their badge at all times whilst on site and be accompanied by a member of staff.

- 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 main site is a relatively open site bordered on many boundaries by trees and National Trust woodland (to the front of the property).
- 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 a responsibility of all members of the school community. In particular, the staff has a contractual obligation to maintain strict awareness of all security matters.
- A separate security risk assessment is in place which in turn informs the school's non regulatory Security Policy.

Slips and trips

- The main school is built on a slope with changes of levels as an inevitable part of everyday life. Similarly on the HNEY 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. As part of the school's Health and Safety Week, safety snakes are painted on the blind corners to slow pupils down.
- In icy conditions the school's Estates Team apply salt to the main walkways.
- Regular inspections of the sites are conducted by the Bursar/Assistant Head (HNEY) 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 Bursar and health and safety adviser will arrange regular safety inspections. A report of the inspections carried out will be available in the Bursar's office.

The Governors will be presented with regular health and safety report 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.

It is considered that this document is a 'working document', which will continually be updated and reviewed throughout the history of Hazelwood School and The Nursery and Early Years.

Emergency Numbers

In the case of an emergency situation, all members of staff are aware of the First Aid Policy and the availability of the qualified first aiders on site. The necessary alarms should be sounded and the school's Critical Incident Management Plan is available should an emergency situation require 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, Deputy Head or Bursar (Hazelwood School) and the Assistant Head (Nursery and Early Years) 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

Edenbridge Hospital, Mill Hill, Edenbridge, Kent TN8 5DA Tel: 01732 862137
Queen Victoria Hospital, Holtye Road East Grinstead East Sussex RH19 3DZ
Tel: 01342 414000

Accident & Emergency

East Surrey Hospital, Canada Avenue, Redhill, Surrey RH1 5RH
01737 768511

Annex A to Health and Safety Policy

Location of Defibrillators

Hazelwood School

Outside Sports Hall: Willow Building
Pavilion

The Nursery and Early Years:

In the Oak Reception corridor

Location of First Aid Kits

Hazelwood School

PE x 8 Mobile kits
Sports Pavillion
Swimming Pool
Sports Hall Foyer
Theatre Props Room
School Kitchen
Chestnut Kitchen
Design Technology Room
Science Room 1
Science Room 2
School Office
Groundsmen Shed
Maintenance Staff Shed
Estates Staff Office
5 Mini Buses

In addition there are a number of portable kits, available from the medical room. For offsite visits and activities.

Nursery and Early Years

Kitchen
Wagtails
Wrens
Robins 1
Robins 2
Skylarks
Oak
Staff Room
Reception



Hazelwood School

INTERNAL DISPLAY SCREEN EQUIPMENT WORKSTATION SELF ASSESSMENT FORM

NAME: _____ DEPT: _____

JOB TITLE: _____ LOCATION: _____

This Assessment is being conducted under the terms of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Health & Safety (Display Screen Equipment) Regulations 1992 and the Workplace (Health, Safety and Welfare) Regulations 1992. You have been assessed as being a display screen user under these regulations, and an assessment of your workstation is now required.

These statutes place responsibilities upon both employers and employees for the maintenance and continual improvement of Health and Safety at work. If you have any concerns, which are not covered during the assessment procedure, please raise them your Manager as soon as possible. Subjects dealt with in this assessment are shown pictorially on Page 3. Pictorial advice on how to sit is given at Page 4.

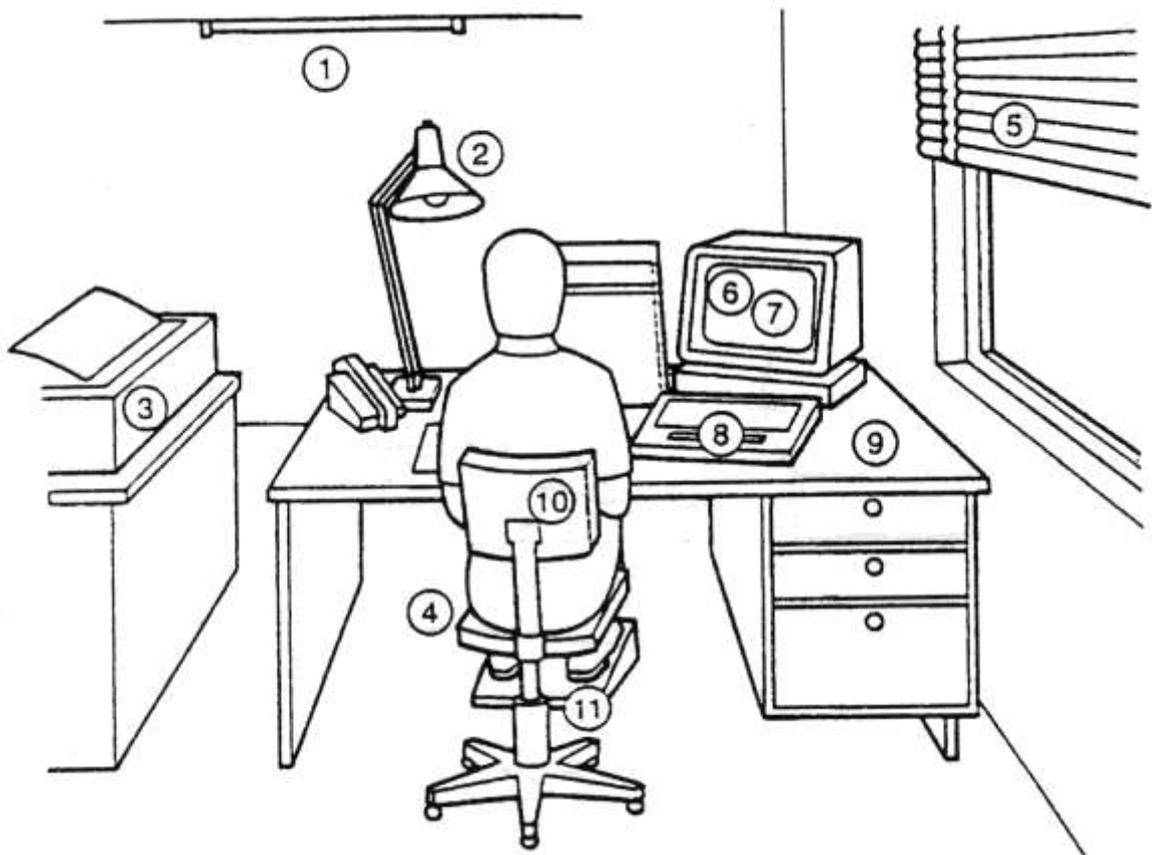
Please complete the following questionnaire using the guides given within this document and the accompanying leaflet. The results of this assessment will be examined and if further corrective action is highlighted this will be done in accordance with the school's Health & Safety Policy.

Thank you for your prompt assistance.

DISPLAY SCREEN	Y	N	REMARKS
ARE THE DISPLAY CHARACTERS EASY TO READ AND OF ADEQUATE SIZE?	<input type="radio"/>	<input type="radio"/>	
ARE THE SCREEN CHARACTERS STABLE AND FREE FROM FLICKERING?	<input type="radio"/>	<input type="radio"/>	
ARE THERE BRIGHTNESS AND CONTRAST CONTROLS?	<input type="radio"/>	<input type="radio"/>	
CAN THE SCREEN BE TILTED AND SWIVELLED?	<input type="radio"/>	<input type="radio"/>	
IS IT POSSIBLE TO ADJUST THE HEIGHT OF THE SCREEN?	<input type="radio"/>	<input type="radio"/>	
IS THE SCREEN GLARE AND REFLECTIONS FREE?	<input type="radio"/>	<input type="radio"/>	
IS SCREEN CLEANING MATERIAL AVAILABLE?	<input type="radio"/>	<input type="radio"/>	
KEYBOARD	Y	N	
IS THE KEYBOARD SEPARATE FROM THE SCREEN?	<input type="radio"/>	<input type="radio"/>	
IS THE KEYBOARD TILTABLE?	<input type="radio"/>	<input type="radio"/>	
IS THERE ENOUGH SPACE IN FRONT FOR USER TO REST HANDS AND WRISTS?	<input type="radio"/>	<input type="radio"/>	
HAVE YOU GOT A KEYBOARD PAD?	<input type="radio"/>	<input type="radio"/>	
IS THE KEYBOARD NON-REFLECTIVE?	<input type="radio"/>	<input type="radio"/>	

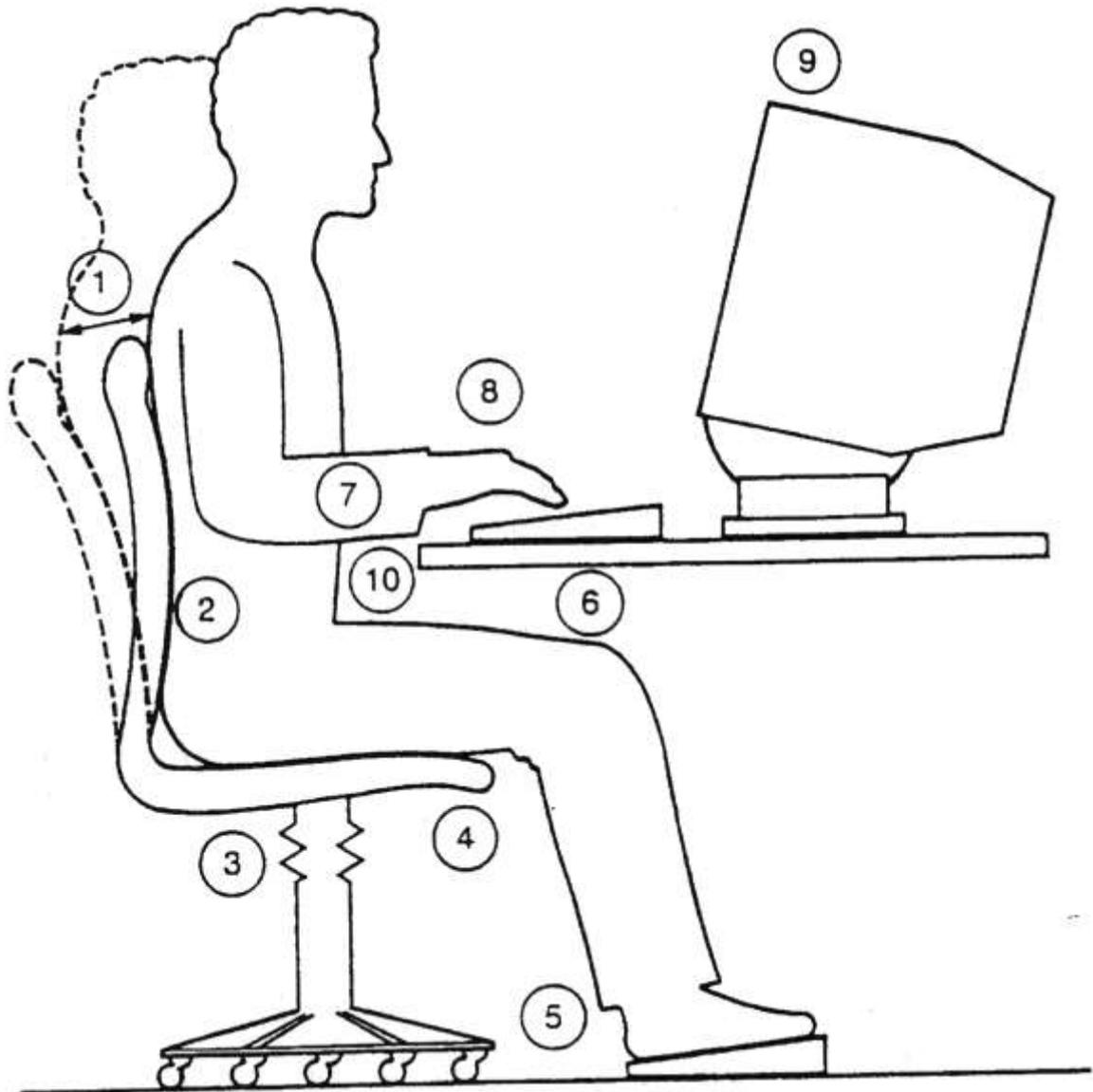
ARE THE KEYBOARD SYMBOLS LEGIBLE?	<input type="radio"/>	<input type="radio"/>	
DOES THE KEYBOARD REMAIN STILL ON THE WORK SURFACE WHEN IN USE?	<input type="radio"/>	<input type="radio"/>	
WORKSURFACE OR DESK	Y	N	REMARKS
DOES THE SURFACE HAVE LOW REFLECTION?	<input type="radio"/>	<input type="radio"/>	
ARE YOU ABLE TO REARRANGE THE LAYOUT OF EQUIPMENT?	<input type="radio"/>	<input type="radio"/>	
IS THE DOCUMENT HOLDER STABLE AND ADJUSTABLE?	<input type="radio"/>	<input type="radio"/>	
IS WORK POSITIONED TO LESSEN HEAD/EYE MOVEMENTS?	<input type="radio"/>	<input type="radio"/>	
ARE ALL ELECTRICAL CABLES/EQUIPMENT IN GOOD CONDITION?	<input type="radio"/>	<input type="radio"/>	
ARE CABLES TIDY, AND PREVENTED FROM TRAILING?	<input type="radio"/>	<input type="radio"/>	
ADEQUATE SPACE TO ALLOW EASY ACCESS/EGRESS?	<input type="radio"/>	<input type="radio"/>	
WORK CHAIR	Y	N	REMARKS
IS THE CHAIR STABLE?	<input type="radio"/>	<input type="radio"/>	
DOES IT ALLOW EASE OF MOVEMENT AND A COMFORTABLE POSITION?	<input type="radio"/>	<input type="radio"/>	
CAN THE SEAT HEIGHT BE ADJUSTED WHILST SITTING?	<input type="radio"/>	<input type="radio"/>	
IS THE SEAT BACK ADJUSTABLE, BOTH FOR HEIGHT AND TILT?	<input type="radio"/>	<input type="radio"/>	
FOOTREST?	<input type="radio"/>	<input type="radio"/>	
ARM RESTS?	<input type="radio"/>	<input type="radio"/>	
ENVIRONMENT	Y	N	REMARKS
IS THERE ENOUGH SPACE FOR YOU TO CHANGE POSITION AND VARY MOVEMENTS?	<input type="radio"/>	<input type="radio"/>	
ARE THE LIGHT LEVELS ADEQUATE?	<input type="radio"/>	<input type="radio"/>	
IS YOUR WORKSTATION FREE FROM GLARE?	<input type="radio"/>	<input type="radio"/>	
DO WINDOWS HAVE ADJUSTABLE BLINDS OR OTHER COVERINGS?	<input type="radio"/>	<input type="radio"/>	
IS THE WORKING AREA FREE FROM EXCESSIVE NOISE OR EQUIPMENT?	<input type="radio"/>	<input type="radio"/>	
IS THE VENTILATION ADEQUATE?	<input type="radio"/>	<input type="radio"/>	
IS THE BACKGROUND TEMPERATURE SATISFACTORY?	<input type="radio"/>	<input type="radio"/>	

SUBJECTS DEALT WITH IN THE ASSESSMENT



1. Adequate Lighting.
2. Adequate contrast, no glare or distracting reflections.
3. Distracting noise minimised.
4. Leg room clearances to allow postural changes.
5. Window covering.
6. Software: Appropriate to the task, adapted to user, provides feedback on system status, no undisclosed monitoring.
7. Screen: stable image, adjustable, readable, glare/reflection free.
8. Keyboard: usable, adjustable, detachable and legible.
9. Work surface: allow flexible arrangements, spacious, glare free.
10. Work Chair adjustable.
11. Footrest.

SEATING AND POSTURE FOR TYPICAL OFFICE TASKS



1. Seat back adjustable.
2. Good lumbar support.
3. Seat height adjustable.
4. No excessive pressure on underside of thighs and backs of knees.
5. Foot support if needed.
6. Space for postural change, no obstacles under desk.
7. Forearms approximately horizontal.
8. Minimal extension, flexion or deviation of wrists.
9. Screen height and angle should allow for comfortable head position.
10. Space in front of keyboard to support hand and wrists during pauses in keying.

ASBESTOS POLICY

This Policy includes the Nursery and Early Years Foundation Stage

INTRODUCTION

1.1. **Legal Background** The Control of Asbestos at Work Regulations 2002 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.

1.2. By 21st May 2004, 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.

1.3 **Survey** A professional survey of the whole School site was conducted in November 2003 with the purpose of identifying asbestos by type and risk. Samples were analysed to confirm the material. A report of that survey, conducted by Appleby Petfield (Chartered Surveyors), is available to view in the Bursar's office. This policy is based on the findings of that report.

1.4 **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.

1.5 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.**

1.6 **Hazelwood's Asbestos** The Appleby Petfield survey discovered 31 traces of asbestos on the site of which 21 are Brown asbestos, and 10 are 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 (6W 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.

1.7 **Register** An asbestos action plan is contained in the Asbestos Register at Annex A to this policy.

POLICY STATEMENT

2.1 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 2002, 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 to be conducted to ensure that the policy is strictly followed.

MANAGEMENT PLAN

3.1 **Management** The Bursar is the School's asbestos manager to whom all queries should be addressed. He is responsible to the Governors for the School's policy and management plan and that its provisions are correctly carried out in a timely fashion.

3.2 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 Bursar any deterioration in condition.

3.3 **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 Bursar (see para 3.6).

3.4 **Reducing the Risk of Asbestos** The School will:

- Create a plan for 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.

3.5 **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.

3.6 **Action in an Emergency** Should the condition of any asbestos deteriorate, the Bursar 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.

STRESS POLICY

This Policy includes the Nursery and Early Years Foundation Stage

General

1. The Governors and Senior Leadership Team (SLT) are aware that under the Health and Safety at Work Act 1974 they have a general duty to ensure, as far as reasonably practicable, the health, safety and welfare of their employees. Furthermore under the Management of Health and Safety at Work Regulations 1999 they have the duty to assess the health and safety risks to which their employees are exposed.

2. The Governors and SLT are aware that Stress in the Workplace can have an effect on the health of employees and have devised a policy to consider this potential problem.

Recognising Stress

3. **Awareness of symptoms** Stress can manifest itself in various ways and people who are under stress can show wide behavioural changes. It may be possible to recognise these at an early stage and the Governors and SLT look at the developing situation with a view to recognising the following symptoms:

a. Work Performance

- Absenteeism and poor timekeeping
- Inability to concentrate and failure to delegate
- Unexpected difficulties with training or examinations
- Drop in usual standards of performance

b. Interpersonal relationships

- Unusual tearfulness, irritability or aggression
- Becoming withdrawn, argumentative or unsociable
- Increased resentment of advice or constructive criticism
- Reduced willingness to co-operate

c. Personal presentation and behaviour

- Changes in appetite, personal appearance, habit or behaviour
- Increase use of coffee, cigarettes or alcohol

In addition, physical symptoms such as headaches, indigestion and muscle tension can be caused by stress.

Causes of Stress

4. Stress may not be caused by work related issues and problems in an individual's private life can have an effect. In the workplace research has identified a number of work related factors, any combination of which may cause stress, and the Governors and SLT are mindful of these factors which are as follows:

a. **Teachers relationship with pupils**

- Inappropriate pupil/teacher ratios
- Disruptive pupils
- Discipline problems
- Poor pupil motivation

b. **Teachers relationship with other staff**

- Lack of communication
- Personality conflicts
- Unfair distribution of work

c. **Management issues**

- Poorly managed change
- Not being involved in decision making process
- Change in management style
- Lack of leadership
- Lack of support from managers
- Too many after school meetings
- Work overload
- Filling in for absent staff
- Teaching unfamiliar subjects
- Career development difficulties
- Failure to recognise that people adapt to change at different rates
- Long working hours at home for work related items
- Poor working conditions

d. **Societal issues**

- Poor perceived status
- Role ambiguity
- Uncertainty about limits of authority
- Changing societal expectations
- Dealing with difficult parents
- Dealing with difficult pupils

e. **Personal perspective**

- Unrealistic expectations
- Sense of injustice or bitterness
- Inadequate training or experience

Strategy for Dealing with Stress

5. **Management Role** The Governors and SLT actively look for stress amongst staff on the basis of the symptoms outlined. With that in mind, where necessary, they carry out Risk Assessments for stress which involves the following elements:

- a. Looking for pressures at work which could cause high and long lasting levels of stress.
- b. Deciding who might be harmed by these.
- c. Deciding whether enough is being done to prevent harm.

6. The Governors and SLT are aware that stress related problems do not indicate weakness, incompetence or laziness, that pressure of excess workloads can trigger illness and that stress and illness can be related.

7. **Supportive Culture** The Governors and SLT have endeavoured to ensure that there is a supportive culture by adopting the following strategies. In addition the school employs a Counsellor who works predominantly with the children who require specialist attention and support. The individual is however available to staff by prior agreement with the Deputy Head and subject to the counsellor's availability.

- a. Ensuring that they are accessible to staff to discuss problems and anxieties.
- b. Taking a lead in ensuring that the view that being under stress is a reflection of personal vulnerability does not persist.
- c. Devising effective induction and introduction programmes for new staff.
- d. Encouraging staff to talk about feelings and the effects of stress.
- e. Encouraging, commending and recognising supportive behaviour in others.
- f. Ensuring that co-operative rather than adversarial management styles are employed.
- g. Engendering team spirit, a sense of belonging and sharing of aims and objectives.
- h. Recognising that staff may be worried about returning to work after sickness and providing support.
- i. Encouraging staff to make use of confidential occupational health advice.

8. **Pro Active Approach** The School, along with many organisations, undertakes appraisals of staff on a regular basis. Various elements are included in the appraisals and consideration of stress in the work place is one of the elements.

9. Irrespective of appraisals, the Governors and SLT endeavour to actively monitor the position on an on-going basis.

11. The school offers free counselling service through FIRST ASSIST on www.myschoolcare.com
(Username HazelwoodSchool password inspiratus1890)



CONTRACTORS' ON SITE POLICY

This Policy includes the Nursery and Early Years Foundation Stage

Introduction

This Policy covers all occasions on which outside contractors are on either the Hazelwood School site or Nursery and Early Years (HNEY) site. There should be no exceptions. The purpose of it is to safeguard the health and well-being of the children and staff as well as the members of the contractor's team.

ALL WORK CARRIED OUT ON BOTH SITES SHOULD BE DONE SO IN FULL ACCORDANCE OF THE SCHOOL'S HEALTH AND SAFETY POLICY. The Contractors' On Site Policy will therefore form part of the Health and Safety Policy and be reviewed by Governors annually.

It seeks to establish a due process which should be followed before contractors arrive on site and when they arrive each and every day of the contract. It seeks to identify potential risks and hazards and to provide suitable steps to minimise the danger to those most at risk.

For the sake of this Policy, an outside contractor is anyone who is carrying out work on either site who is not employed by the school. In general however, some of the areas will be equally applicable to members of the school staff who carry out similar tasks. An equally observant eye towards Health & Safety in the workplace is required.

The following provides examples of the type of work which the Policy covers:

Non school employees working on buildings, plant, equipment or grounds
Service or maintenance engineers
Contract catering staff (where applicable)
Contract cleaning staff (where applicable)

Before arriving on site

The contractor will have been deemed competent to carry out the work through their discussions with the Estates Manager and Bursar and the subsequent issuing of the Contractor's Brief. In addition a Health & Safety audit carried out by the school's Construction Design Manager will have confirmed the contractor's suitability to complete the project.

Please ensure that the following documents are either in your possession or have been forwarded to the Bursar or Estates Manager as requested:

- A signed copy of the Contractors' Briefing with project milestones and specification included within it.
- A signed copy of a Minor Works Building Contract (if appropriate).
- A safety method statement from the contractor and details of how the site will be supervised and safety monitored during the period of the contract.
- Copy(ies) of the school's Health and Safety Policy and Fire Policy and a commitment for you and your team to abide by it.
- Copy of your relevant and appropriate insurance.
- Necessary documentation and training certificates eg working at heights or with heat.

- DBS Certificates of all members of the on-site crew for the school to complete their safeguarding assessments.
- Team information sheet showing the crew and foreman with contact details of the foreman in the case of emergency.
- A copy of the school's car parking etiquette and policy.
- A copy of the school's asbestos register with any areas affected clearly noted.
- Any additional documentation you may have been requested to bring:
 - Evidence of accident record;
 - Evidence of how H&S information is disseminated through your workforce;
 - Evidence of safety checks carried out on equipment and machinery being used.

Hours of work will need to be agreed in advanced of arriving on site. During term time the level of noise disturbance may require discussion. During holiday times, start times on site may be affected by the proximity of the area of work to staff accommodation. Start and finish times may be affected.

On arrival on site

Please observe the school's car parking etiquette and ensure that, if allocated spaces have been assigned to you, that you park in them. It would be appreciated if you could car share to reduce the number of onsite vehicles (this is particularly true if working during term time).

If you are arranging deliveries of materials during term time, please avoid key pick up and drop off times (8-9am and 3.15 until 4.45pm).

Please be punctual and report to the school's main reception before you unload or set up your work area. Each subsequent day, workers should complete a sign-in sheet on arrival at their work space. This should be brought to the School Office at the earliest possible occasion during the morning or be stored in the Site Office for inspection by school staff when required. Visitors should wear a school visitors badge at all times when moving around the school buildings. Whilst working in the designated area, the pass can be temporarily removed if it will interfere with the task in hand.

Please sign in each member of the team and ensure that they are aware of the fire evacuation procedure.

You should wait in the school's main reception until your point of contact has come to meet you.

Please be suitably dressed both for the job you are contracted to do, for the prevailing weather and for the school environment.

Remember that both sites are strictly **no smoking sites in all areas of the school and grounds.**

Consumption or possession of alcohol is equally and strictly prohibited and language should be appropriate at all times.

Transferring to your place of work

The area of operation will be clearly defined through the contractor's briefing.

If safety demarcation of the area is required eg Haras Fencing, this will need to be erected before any works commence. Provision of power and lighting will need to be established too before any work commences.

All materials and machinery will be transferred to the area of work by the contractor using their own workforce. Trolleys/sack trucks should be used if appropriate. Contractors should observe Manual Lifting Guidelines to avoid injury.

Storage of equipment and machinery is the responsibility of the contractor. The school takes no responsibility for its loss or breakage.

Please make yourself aware of the nearest facilities (toilet, wash facilities) and ensure that permission is granted (during term time) for you to use these services. (The Estates Manager will have discussed the use of washroom facilities with the contractor. If portable toilets are required, this will have been included within the project brief and costing.)

Once on site

If working on site during term time, children should not enter the work site at any time. By special arrangement, and only in the company of their teacher, may children be allowed to visit the site to see what is happening. On such occasions, they are to stand outside of the demarcated area and be safe at all times.

It is the contractors' responsibility to keep the area of work clean and clear e.g. cables and ropes should be neatly coiled, precautions taken so risk hazard from material falling from heights can be minimised and electrical tools are disabled when not in use.

All waste materials should be removed from the area of working (into a skip for removal at the end of the contract or daily off site in a van) in accordance with the relevant regulations.

Safety and protective clothing should be worn at all times if required. It is the contractor's responsibility to provide adequate clothing for all individuals required to wear it. This clothing should be fit for purpose. The school reserves the right to carry out an inspection of the clothing to ensure its efficacy.

It is the foreman's responsibility to safeguard the safety of his team whilst working on site. This may include the provision of enough drinking water if working through extreme temperatures or adequate clothing if working outside in winter.

Should inspection of the site be required by a member of the School Estates or Teaching Team, the contractor should provide the necessary safety clothing eg hard hat, protection goggles and should not expect the school to provide such safety equipment.

Without prior permission there should be no radios on site. As a working school, with holiday camps run through the holidays, distraction from noise is to be minimised.

Risk Assessment

All contractor work must be risk assessed before it begins and where appropriate a risk assessment completed. In certain cases eg photocopy engineer working in the School Office, a risk assessment will not be necessary but informing the individual of fire evacuation procedures is.

For example, a risk assessment will be required if:

- a) A contractor is introducing a significant hazard into the building eg welding, brazing and other 'hot work' which could introduce an additional fire hazard.
- b) A contractor may be exposed to a harmful substance through their work or in the area of work eg asbestos.
- c) A contractor's work will disable existing safety controls eg work which requires the turning off of the fire alarm system or the closure of emergency exit routes.
- d) The nature of the work, and the use of the necessary machines to complete the work, introduces a safety hazard to the workforce.
- e) If the work is at heights, special facilities precautions and certification is required.

Please note: the above list is not exhaustive. It merely presents some of the most common occasions where a risk assessment will be necessary.

The school should seek from the contractor their own risk assessment for review. Additional comments and controls should be considered by the school and forwarded to the contractor for inclusion in the final assessment.

Once a risk assessment is in place it is the responsibility of the contractor to adhere to its controls. The school reserves the right to check that identified precautions are being taken.

If the school considers the contractor to be in significant-enough breach of the risk assessment, they can ask for work to be suspended until such time as the necessary safety measures have been taken. In the most extreme cases, contracts can be withdrawn and a new contractor appointed.

At the end of the contract

The work is to be reviewed by the school and, in certain cases, by an independent surveyor. The work will be signed off against the agreed specification. Areas of attention will be identified and will require agreement from both parties as to how to rectify any unfinished works. The school will update any of its records eg asbestos register/5 year maintenance plan once the work is complete.

Miscellaneous

If there are personnel changes during the course of the contract, DBS certification must be presented for the new team members. Transfer of all information and briefing must be completed before their arrival on site.

If there is an accident on site, it is the responsibility of the contractor to report it. However the school should be informed so that their own processes can be reviewed and if necessary, changes made to its procedure and policy.

First Aid at Hazelwood School

STAFF MEMBER			LOCATION
BEAN	GEORGINA	HEAD OF DT	WILLOW
BRIGHTING	LYNNE	HO SCIENCE/HO YR 7	WILLOW
CARTWRIGHT	NEIL	ESTATES MANAGER	ADMIN OFFICES
CHISHOLM	SUE	TA YEAR 5	YEAR 5
CORSTON	FI	CATERING STAFF	KITCHEN
DANCY	CHARLOTTE	ASSISTANT TUTOR	GAMES PITCHES
DICKERSON	SHEILA	TA FOR YEAR 1	CHESTNUT
FITZPATRICK	SHARON	CATERING STAFF	KITCHEN
FOTHERINGHAM	DUNCAN	ASSISTANT TUTOR	YEAR 5
GREENWOOD	GAIL	HEADS PA	PA OFFICE
HARDGRAVE	CLARE	HEAD OF GIRLS' GAMES	SPORTS HALL
HARVIE	FI	TA FOR YEAR 1	CHESTNUT
HARWIN	JOANNA	TA FOR YEAR 2	CHESTNUT
HAYDOCK	MEGAN	YEAR 2 FORM TUTOR	CHESTNUT
HOOD	JULIE	TA FOR YEAR 5	YR 5 CLASSROOMS
JORDAN	ALI	TA YEAR 2	CHESTNUT
KANCERZ	GOSIA	CATERING STAFF	KITCHEN
KEMP	EDWARD	AT STAFF	YEAR 3
LEFEVRE	KAREN	TA YEAR 1	CHESTNUT
LLOYD	TOM	YEAR 6 FORM TUTOR	GAMES / WILLOW
LLOYD	AMY	SWIMMING TEACHER	SWIMMING POOL
LOWE	SARAH	GIRLS' GAMES	SPORTS HALL
MACDOUGALL	JAMES	YEAR 3 FORM TUTOR	YEAR 3
MCBARRON	YVONNE	CATERING STAFF	KITCHEN
MORGAN	GEORGINA	TA FOR YEAR 2	CHESTNUT
NAPODANO	MARTA	ASSISTANT TUTOR	OFFICE PM
NICHOLSON	MARTIN	GAMES TEACHER	SPORTS HALL
POWELL	NIKKI	ADMIN ASSISTANT	SCHOOL OFFICE
RAPSON	KAREN	ACCOUNTS ASSISTANT	FINANCE OFFICE
REAY	MARK	DIRECTOR OF SPORT	SPORTS HALL
SMITH	STEPHEN	GROUNDS STAFF	MAINTENANCE
SONE	GARY	GROUNDS STAFF	MAINTENANCE
STAFFORD	KAREN	TA YEAR 3	YEAR 3
TULETT	KATE	ART TEACHER	ART ROOM
VARCOE	PAULA	WELFARE ASSISTANT	MEDICAL/CHESTNUT
WALTON	JAMES	HEAD OF LOWER SCHOOL	ADMIN OFFICES
WILLS	KATIE	GAMES TEACHER	SPORTS HALL
WISNIEWSKI	NICKI	LIBRARIAN	LIBRARY

First Aid at HNEY site

(all these staff hold a current paediatric first aid certificate).

STAFF MEMBER	Room
Ruth Darvill	Assistant Head (Head of EYFS)
Jane O'Keefe	Nursery Manager
Sarah Pike	Deputy Nursery Manager
Amy Johnson	Wrens
Lacie Walker	Wrens
Karen Carr	Wrens
Alex Ecott	Wagtails
Caroline Simons	Wagtails
Laura Colbron	Wagtails
Hayley Mussai	Wagtails
Sam Williams	Wagtails
Sue Johnson	Robins
Paula Rutter	Robins
Jenny Stagg	Robins
Rosie Goodson	Robins
Caroline Briant	Robins
Sophie Watkins	Robins
Matthew Weeks	Robins
Trudi Steele	Robins
Sam Ward	Robins
Liana Gervastri	Robins
Debbie Sanger	Skylarks
Sarah Cole	Skylarks
Barbara Toulson	Skylarks/First Aid Co-ordinator
Rachel Vencatasen	Skylarks
Jenny Ottman	Skylarks
Laura King	Skylarks
Camilla Everington	Skylarks
Debbie Crosse	Oak
Kelly Kidson	Oak
Steph Taylor	Oak



ASBESTOS SURVEY SEPTEMBER 2014 – Hazelwood School

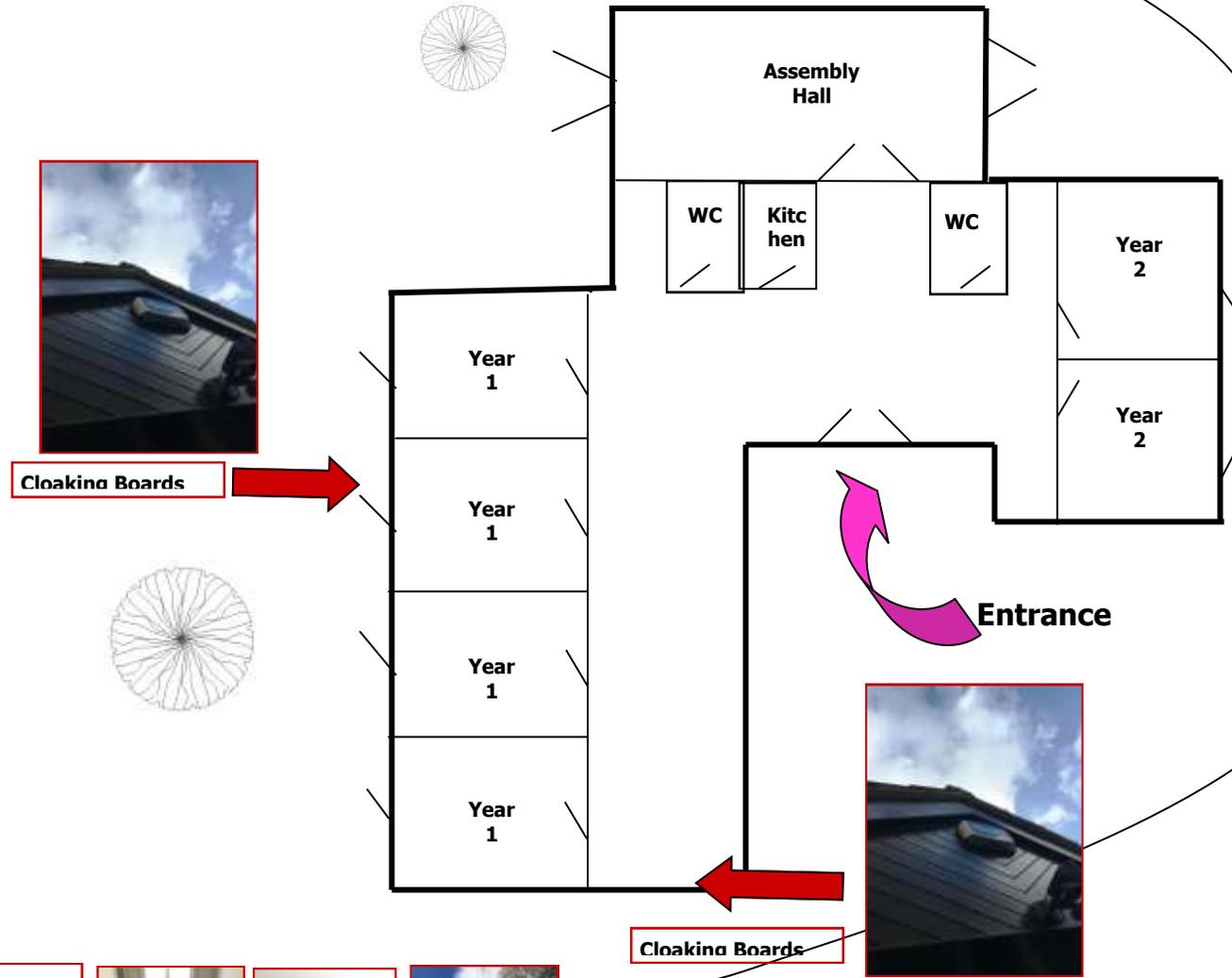
REF	LOCATION	TRACE	ASBESTOS	CONDITION	RISK	ACTION PLAN
04	Acorns	Rear extension verge board	White	Good	Very Low	Awareness only
30a	Acorns	Lavatory cisterns	Brown	Good	Low	Awareness only
30b	Oak Cottage	Lavatory cisterns	Brown	Good	Low	Awareness only
05	Chestnut	Gable end verge board	White	Good	Very Low	Awareness only
30c	Gym Block	Lavatory cisterns	Brown	Good	Low	Awareness only
13	Main House	Boiler Room ceiling lining	Brown	Encapsulated	Very Low	Awareness only
14	Main house	Boiler Room – Gasket to Potterton	White	Medium Damage	Low	Awareness only
15	Main House	Boiler Room – Gasket to SAAB	White	Medium Damage	Low	Awareness only
29b	Main House	Cellar Boiler – Flue – External vent Boiler removed	White	Good	Low	Cap Awareness only
	Main House	Heads PA office door panelling	Brown	Good	Low	Awareness only
	Main House	Heads office door panelling	Brown	Good	Low	Awareness only
	Main House	Heads Flat – Kitchen door panelling	Brown	Good	Low	Awareness only
	Main House	Heads Flat – Bed 2 Door panelling	Brown	Good	Low	Awareness only
	Main House	Heads Flat – Bed 3 Door panelling	Brown	Good	Low	Awareness only
	Main House	Entrance Hall Cupboard Lining	Brown	Good	Low	Awareness only
	Main House	Attic space Boards	White	Good	Low	Awareness only

ASBESTOS SURVEY SEPTEMBER 2014 – The Nursery and Early Years

LOCATION	TRACE	ASBESTOS	CONDITION	RISK	ACTION PLAN
Wagtails/Robins Boiler Room	Ceiling Cladding	White	Good (3)	Low	Encapsulate by Summer 15
Wagtails/Robins External	Soffit Boarding	White	Good (5)	Medium	Warning Label – Awareness only
Wagtails/Robins External	Tile undercloak	White	Good (5)	Medium	Warning Label – Awareness only

Chestnut Building Site Plan

ASBESTOS LOCATIONS



Toilet (unused) in Oak Cottage, Toilet in Acorns and Cloaking Boards on Dance Studio

Acorn Cottage, Beech Cottage, Dance Studio

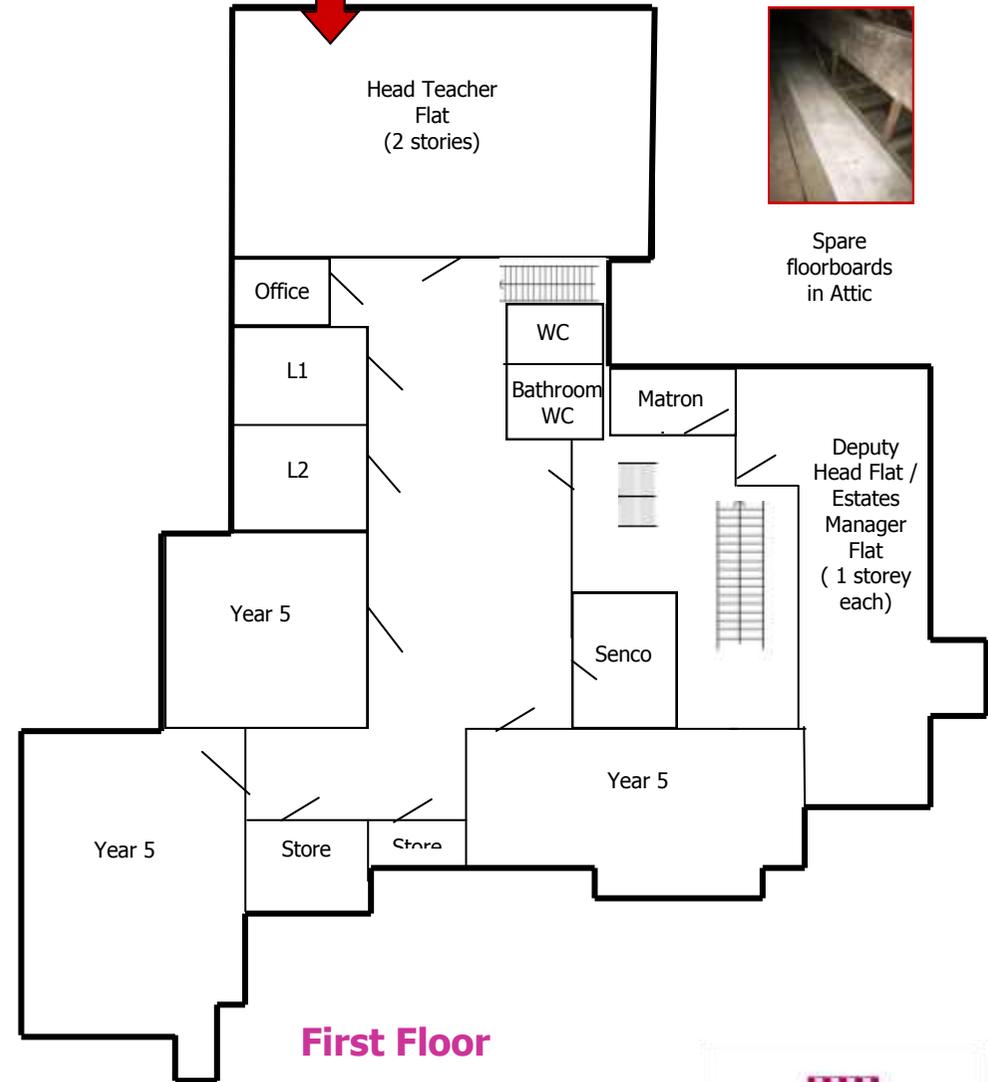
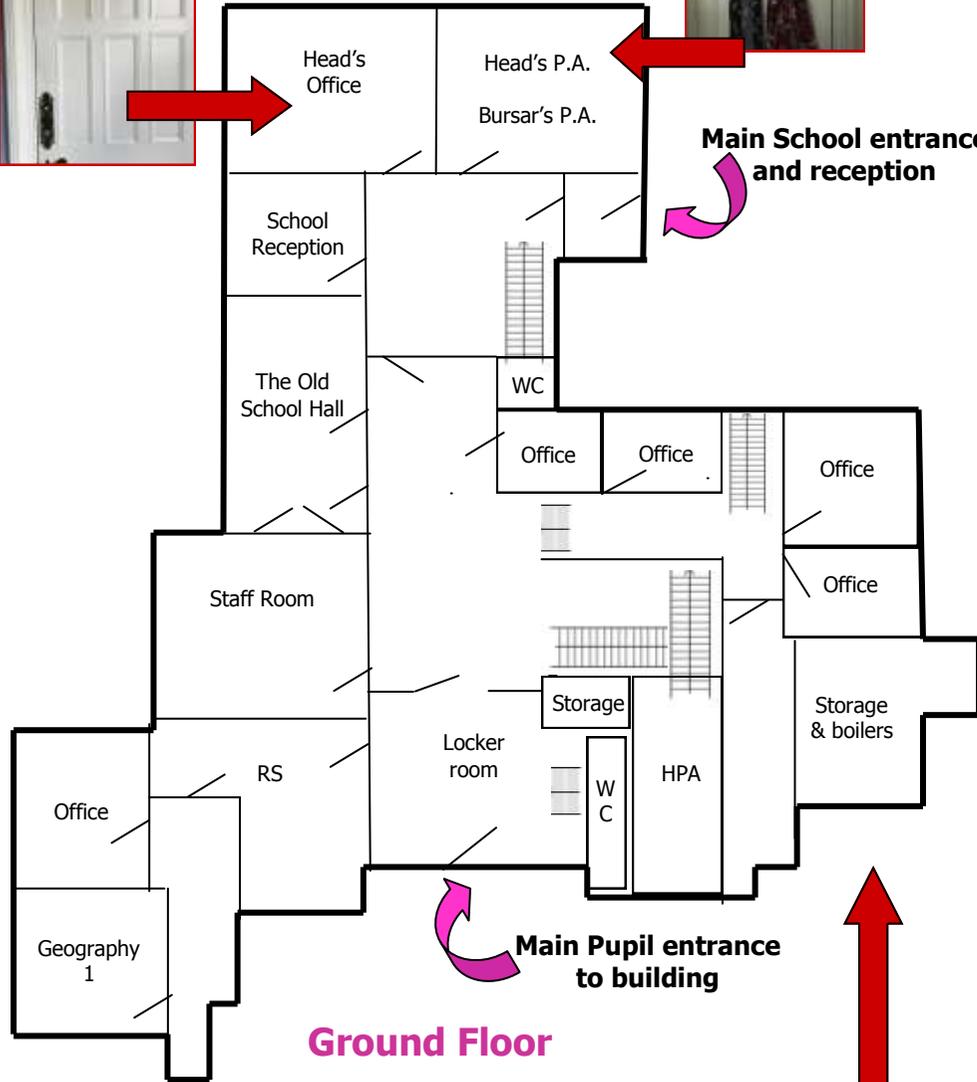
Old School Building Site Plan



Kitchen, Bedroom1 and Bedroom2 doors Head's Flat



Spare floorboards in Attic



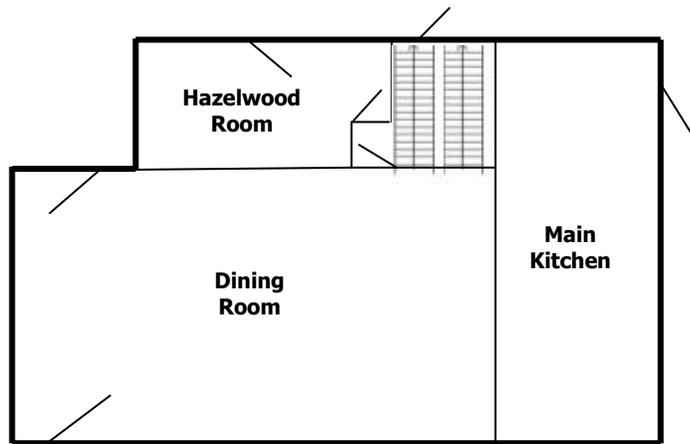
Roofline in Plant Room, 2x gaskets in main boiler room and disused flu in main house basement



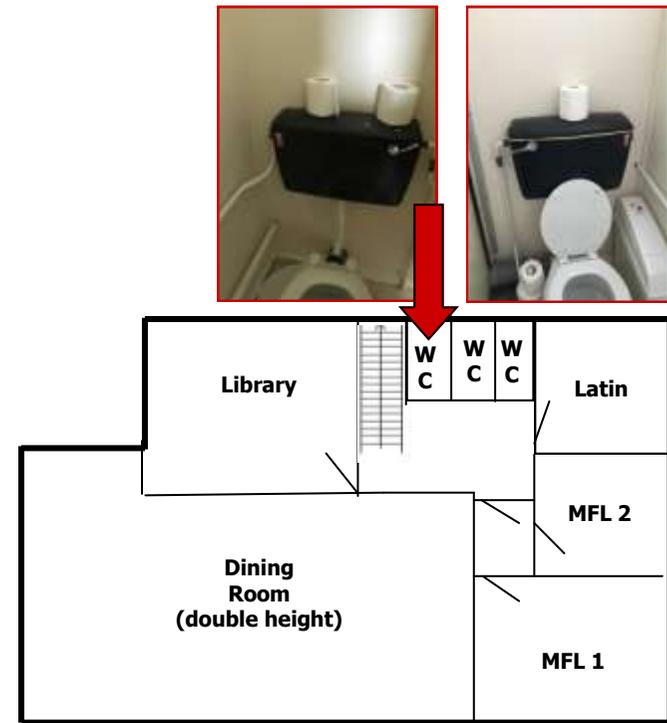
ASBESTOS LOCATIONS



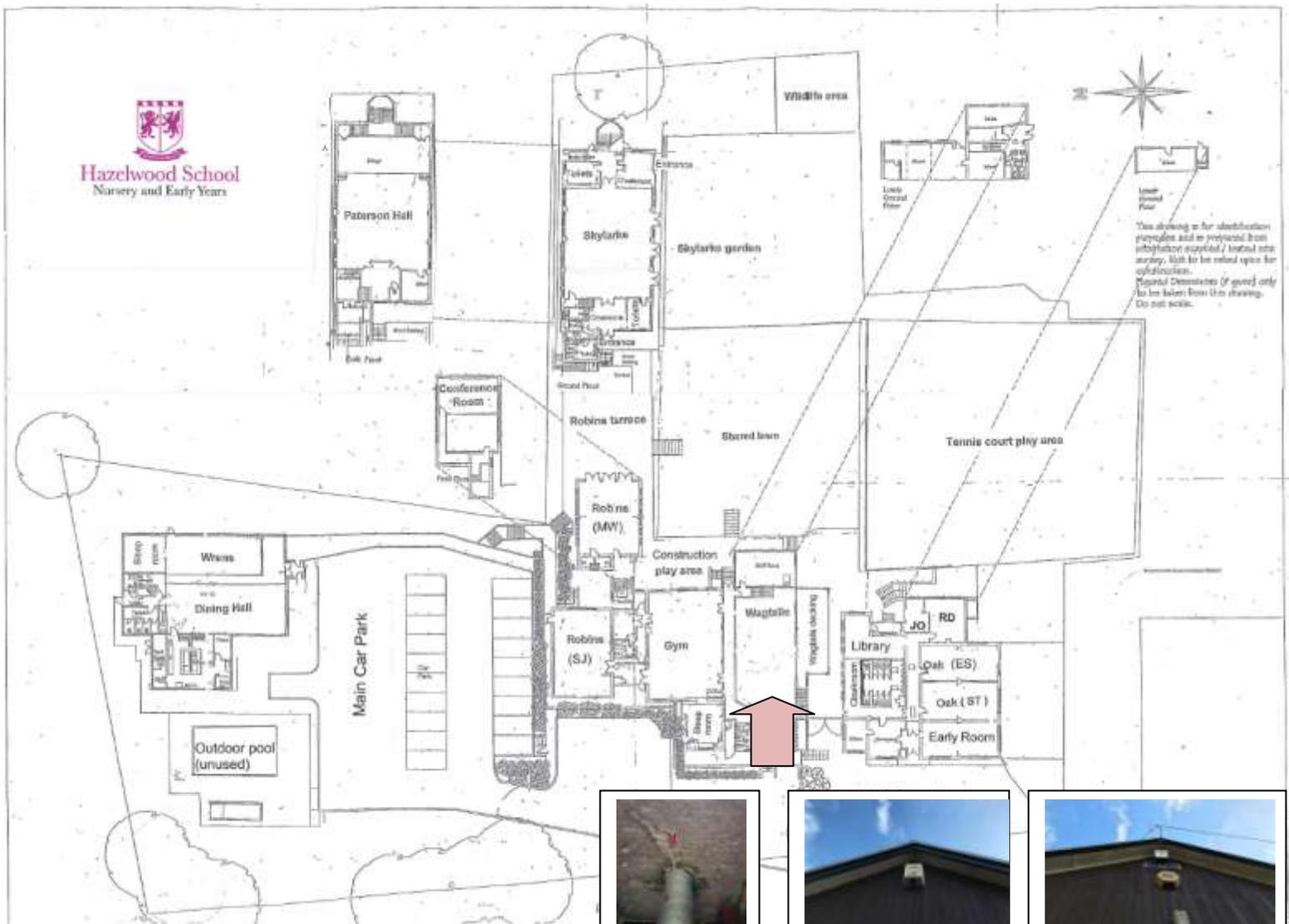
Dining Hall Building Site Plan



Ground Floor



First Floor



Watails roofline x2 and boiler room



ASBESTOS LOCATIONS



Hazelwood School

DIALLING 999 DOWN ON THE SPORTS FIELDS



- We have met with the First Response Team to ascertain how we can help the Ambulance Service deliver the very best and effective care for any pupil involved in an accident on either Pavilion or New Field.
- They have visited the site and recognise the difficulty which the terrain presents. They have taken notes which they will add to their computer system.
- When they receive a call from Hazelwood School this information will flash up on their screen.
- When you dial 999 to report an accident, you must state VERY CLEARLY whether the patient is on New Field or Pavilion Field.
- **If on Pavilion**, the ambulance will come into the main car park and park outside the Sports Hall. It is not always considered safe to drive the ambulance down to the field. The uneven nature of the track could also exacerbate the patient's injury if bones are suspected of being broken. A member of staff should go up to the Sports Hall to meet the crew and direct them down to the patient. They will assess if conditions and injury allow the ambulance to be driven onto the Field closer to the patient.
- **If on New Field**, the ambulance will park by the five bar gate leading into the field. They should be met and if possible, the gate opened to allow easier access.
- If conditions and access prove impossible, the crew will radio for further support and alternative means of transporting the patient to hospital.
- **PLEASE NOTE, from 1st July 2016, there will be a set of walkie talkies available to be used, if required, to contact the School Office in cases of emergency. One is held in the School Office. The other is left, charging, in the Pavilion.** There is poor mobile phone reception on the fields and this will ensure the most prompt attention is able to be sought on all occasions for all injuries. Mrs Varcoe will be contacted and sent down to attend, in the first instance, the injured pupil or member of staff. Please do not take the device out of the charging cradle. Always replace it after use.
- **The safety of our pupils is paramount.** Please read and put this procedure into action with IMMEDIATE effect.