




Wildground Federation Health & Safety Policy and Guidance

Date of last review	October 2025
Date of next review of this policy	October 2026
Name of Executive Head Teacher	Amanda Mullett
Signature of Executive Head Teacher	

STATEMENT OF INTENT

It is our policy to conduct our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at Wildground Federation is held by Hampshire County Council.

The employer will:

- Set clear Health and Safety policies and procedures
- Ensure that Health and Safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

The responsible manager for the premises is the Executive Head Teacher who will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the Federation
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the Federation health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Site Management Team – Site Manager and Assistant Caretaker

The site team is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the Executive Head Teacher and/or the Children's Services Health & Safety Team as required.

On-Site Health & Safety Co-ordinators – Site Manager

The on-site health & safety co-ordinator to both the juniors and the infants will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. They are to work within their level of competence and seek appropriate guidance and direction from the Executive Head Teacher and/or the Children's Services Health & Safety Team as required.

All Teachers

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Governing Body

The Governing Body consists of the Executive Head Teacher and governor numbers in line with their terms of reference. Both Heads of School are associate members of the board. There is a nominated governor responsible for Health and Safety across the Federation, this is known as the Health & Safety Link Role and a nominated governor responsible for liaison between staff and the governing board, this is known as the Staff Link Role.

The purpose of the full governing board (FGB) is to assist in the assessment of safety related matters and provide appropriate support to the Executive Head Teacher. The FGB is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The Health & Safety Link role will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

Fire Safety Co-ordinator - Site Manager

The Fire Safety Co-ordinator (FSC) is the competent person for fire safety on the premises and acts on behalf of the Executive Headteacher. They will the Fire Risk Assessment Principles and Practice training course and refresh this training every three years. The FSC is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual in both schools.

The FSC will work within their level of competence and seek appropriate guidance and direction from the Executive Head Teacher and/or the Children's Services Health & Safety Team as required.

Facilities Management Trained Staff – Head of School

The facility management trained member of staff is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. They attend the facilities management training course and refresh this training every six years. They are responsible for the local management and completion of day-to-day premises matters and duties. They work within their level of competence and seek appropriate guidance and direction from the Executive Head Teacher and/or the Children's Services Health & Safety Team as required.

Health & Safety Staff Representative – Selected by staff

The premises Health and Safety Representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements. This role is to be organised by staff and may go unfilled if no one wishes to do it.

Legionella Nominated Responsible Person – Site Manager

The Nominated Responsible Person (NRP) for Legionella on the premises acts on behalf of the Executive Head Teacher to provide the necessary competence to enable Legionella to be managed safely. The NRP will complete the Legionella e-learning course annually.

The NRP will ensure that all periodic and exceptional recording, flushing, cleaning and general legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. They will advise the Executive Head Teacher of any condition or situation relating to Legionella which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Executive Head Teacher and/or the Property Services as required.

Asbestos Nominated Responsible Person – Site Manager

The Nominated Responsible Person (NRP) will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.

The NRP will act on behalf of the Executive Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedures.

The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with the departmental and corporate requirements.

They will work within their level of competence and seek appropriate guidance and direction from the Asbestos Team, Property Services, the Executive Headteacher and /or the Children's Services Health & Safety Team as required.

Accident and Incident Investigators – Site Manager and Head of School

The on-site trained accident investigators will lead on all accident investigations in accordance with departmental and corporate procedures.

Catering Staff Supervisor

They are responsible within the H&S Edwards and Ward guidance/policy for the safety of their staff on the kitchen premises, for ensuring they wear suitable foot protection and are aware of associated dangers of cooking, heating, spillages, lifting etc. They are responsible for following school evacuation and lock down procedures.

Site Management Team

They are responsible for liaising closely with, and alerting, Executive Head Teacher regarding the daily, and general, safety of the site and premises. They should ensure they attend FGB meetings and report to Governors when invited and as appropriate. They must ensure that they understand the safety issues associated with their roles, including personal safety and storage of substances. They are also responsible for day-to-day liaison with site contractors to ensure they understand and adhere to site and HCC H&S regulations.

Cleaning Staff

They need to understand the requirement for safe handling of self and substances during the course of their duties as defined by both HCC and their employer, and the need to protect staff and pupils through the safe storage and usage of cleaning materials, equipment and substances.

Admin Team

They are responsible for ensuring that all visitors to our schools have read and understood the H&S guidance kept at Main Office. They are responsible for ensuring any contractors on site have access to the asbestos register. In an evacuation they are responsible for taking out the registers and emergency evacuation box.

First Aid Trained Staff

They are responsible for ensuring their training is kept current and relevant, and that they respond promptly to all situations requiring first aid. If in any doubt they respond to an emergency by calling 999.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Wildground Federation and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

COVID-19 and Infection Control

- Regular handwashing and/or use of antibacterial gel
- Catch it, bin it, kill it approach with use of tissues
- Current NHS COVID guidelines are followed
- To minimise the outbreak or transmission of any illness and reduce the chance of any infection we encourage some simple procedures for all to adhere to
- Regular cleaning of contact points with additional measures implemented if ever needed.

Accident and Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with departmental and corporate procedure requirements.

Minor accidents to pupils are to be recorded in the accident book located in the Medical Room in each school.

Any Major or Significant accident, incident or injury involving staff, pupils, visitors or contractors is to be reported and recorded using the HCC online reporting tool. Once processed by Children's Services Health & Safety Team a copy of the form will be held in school. A copy of the completed form is automatically sent to Children's Services Health & Safety Team, the person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Where an investigation is completed, this will be recorded and submitted on the online reporting system within 7 days.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be notified to the Children's Services Health & Safety Team for them to report. A copy of the form will then be created by CSHST and sent to the HSE.

The Executive Head teacher will ensure that the FGB is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Accident and Incident Investigators and Health & Safety Link Governor for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to school staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

The Children's Services Health and Safety Team will review every incident reported on the online system and identify which are notifiable to the Health & Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR). If reportable, the Children's Services Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the federation.

Administration of Medicines

Arrangements regarding medicines are set out in the Supporting Children with Medical Conditions policy.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The asbestos register, as issued by the Asbestos Team is located at Main Federation Office in the Infant school and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

The Responsible Manager and the NRP must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register.

On appointment the NRP (and other employees who may carry out invasive works) will also attend the Hampshire Scientific Services half day attendance course. After this the Responsible Manager, NRP and any other employees who may disturb the fabric of the building will complete the Asbestos Awareness e-learning annually.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Asbestos Team in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Executive Headteacher and/or the NRP who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Executive Headteacher and/or NRP.

Child Protection and Safeguarding

Arrangements regarding child protection are set out in the Child Protection policy and Safeguarding policy.

Community Users/Lettings/Extended Services

The Business Manager, with delegated support where appropriate, will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

It is recommended that HCC registered contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the main school office in the school where they are working where they will be asked to sign the visitor's book and asbestos register, and will complete forms RATF-009 and CSAF-008 with the Site Management Team and Executive Head Teacher, or person nominated by the Executive Head Teacher. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Subject Leaders using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Subject Leaders will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All users must complete the display screen equipment e-learning course every year without exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Every admin work station has the DSE 10 top tips displayed for use especially as staff work across the Federation. Workstation assessments will be actioned as necessary by the Site Manager and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The Executive Head Teacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at annually intervals and/or in line with HCC guidance
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is PATTCO
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Site Management Team in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Management Team and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the schools emergency evacuation plan. Both schools have a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies. Both schools also have procedures should the need to 'lock down' arise.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Executive Head Teacher as Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All staff complete the mandatory fire safety induction e-learning course every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

First Aid

Arrangements regarding first aid provision are set out in the First Aid policy. The names and locations of the first aid trained staff on site are listed in the First Aid policy and also clearly signposted around both schools.

A needs assessment of the first aid requirements is completed annually. This details the number of first aid staff required.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Footwear

Staff are requested to wear footwear suitable for any task or activity they are carrying out.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Glazing

Glass and glazing on site has been surveyed by Property Services and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically by the Business Manager and is reviewed every 3 years or when there are changes to the premises.

Any damaged glazing will be reported to the Site Manager and made safe and replaced as soon as possible.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported
- Fridges and shared kitchen areas to be kept clean at all times
- On site Nursery operate daily opening and closing procedures

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Executive Head Teacher. The premises COSHH assessors acting on behalf of the Executive Head Teacher are the Site Management Team.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the Caretakers cupboard for both schools. This is to remain locked at all times.

Hot Drinks

At any time children are in school staff and visitors must use a lidded cup when drinking a hot drink away from the staff/work room while there are children in the building. Ideally any lidded hot drink within a classroom environment should be kept in a cupboard away from children.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Site Management Team.

Routine documented inspections of the premises will be carried out every half term, in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Bursar with the Site Management Team creating an action plan. Any identified high level risks or safety management concerns are to be actioned at senior level by Executive Head Teacher, with advice and guidance from HCC.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Governors Health & Safety Link role. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

The termly H&S web monitoring form will be completed by the Site Manager. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Services Health and safety Team's monitoring programme.

Kitchens

The main kitchen area in both schools is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is the responsibility of Edwards and Ward. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures for other kitchen and food preparation areas are through the guidance of site specific risk assessments.

Legionella Management

The Legionella Nominated Responsible Person (NRP) will manage and undertake all processes regarding Legionella in accordance with Hampshire County Council corporate procedure. They will:

- Record sentinel point temperatures on the online reporting system
- Regularly flush unused outlets
- Report any alteration to the water system
- Undertake descaling and disinfection

In the absence of the NRP the Executive Headteacher will arrange for competent cover to be in place to fulfil all the required duties to manage legionella at the school.

Lone Working

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, e.g.:

- Working at Height
- Using hazardous equipment/tools (i.e. hedge trimmers)

When lone working is undertaken it must only take place:

- With the Executive Head Teacher's approval
- In accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

The lone working arrangements for staff who may undertake lone working on this site are the Site Management Team, Executive Head Teacher and members of Senior Leadership Team.

Minibuses

All minibus drivers will complete MIDAS training prior to being permitted to drive the minibus. Refresher training is to be carried out every 4 years.

The minibus will be fit for purpose and in safe condition. Drivers will complete and record pre-use checks before every journey. The minibus will be inspected and serviced within the timeframes required for the vehicle and its age.

Moving and Handling

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Management Team is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

New and Expectant Mothers

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by the Bursar and the individual.

This assessment will be reviewed regularly throughout the pregnancy and the return to work to ensure that reasonable adjustments are made.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance and EVOLVE is used to record all activities.

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention policy.

Provision of Information

The Executive Head Teacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are:

- Staff meetings and briefings with recorded minutes that are emailed out to all staff
- Health & Safety notice board
- Signature based receipt of information and/or training

Local health and safety advice is available from the Executive Head Teacher, Site Management Team and Health and Safety Representatives in both schools and the Children's Services Health & Safety Team can provide both general and specialist advice.

The Health and Safety Law poster is displayed at the main office at the juniors and the medical room, main office and staff room at the infants.

Risk Assessment

General risk assessment management will be co-ordinated by the Site Management Team in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

There are trained risk assessors on site who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Executive Head Teacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system. Staff have access to all risk assessments.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

Smoking

Smoking, including e-cigarettes, is not permitted on the premises at any time.

Stress & Wellbeing

Wildground Federation is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are:

- Regular review of managing stress risk assessment
- Open door policy culture

Traffic Management

Arrangements regarding on-site traffic safety are based on the findings from the traffic on site checklist and are set out in the Traffic Management Plan.

These measures have then been shared with staff and the relevant provisions communicated to parents and visitors with key points below:

- No parent/carer cars may be driven/parked on site during normal school hours with an exception being in the case of illness or by prior arrangement
- The main gates should be kept closed between 8:45 and 3:45 at both schools
- Staff, visitors and deliveries are asked not to drive on site between 8:45 – 9:15 and 3:00 – 3:30 at both schools with the exception of taxi companies collecting children from the Resourced Provision.
- Both schools have accessible parking provision

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the CSAF-017 New Staff Health & Safety Induction Checklist.

The Executive Head Teacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. Governors should receive induction too. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this Health and Safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the Business Manager who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Violence and Agression

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Wildground Federation.

Staff must report all violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using HCC online reporting tool with a copy kept in school once processed by Children's Services Health & Safety Team.

Visitors

All visitors must initially report to the Main reception office where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with local health and safety information in the form of a leaflet, they will be asked to sign in using the electronic sign in system or visitor book and will be issued with a visitor's badge.

- It is the duty of everyone in school to ensure the health and safety of all visitors
- All visitors must sign in and then sign out again when leaving
- Visitors will be allowed through the main security door when permission has been given by staff in the main school office
- Visitors are accompanied to their destination if appropriate
- Appropriate personnel are made aware of visitors to school

- Visitors are only allowed to enter authorised areas of the school

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Work Equipment and Lifting Equipment (LOLER)

All work equipment requiring statutory inspection and/or testing on site (for example boilers, pressure systems, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.

Work at Height

Work at height will be undertaken in accordance with the Corporate Procedure for Working at Height, and the Children's Services Health and safety Team guidance. At Wildground Federation general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The trained competent person for work at height on the premises will:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff.
- Provide stepladder and steps training to staff using the Children's Services Stepladder & Steps Safety user training presentation
- Carry out and record periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

School employees are not permitted to work on roofs unless suitable edge protection and safe access arrangements are in place.

APPENDICES

- A. Supporting Children with Medical Conditions policy (last review October 2025)
- B. Child Protection policy (last review October 2025)
- C. Critical Incident Management Plan (last review August 2025)
- D. Fire Safety Manual (last review August 2025)
- E. First Aid policy (last review July 2024)
- F. Physical Intervention policy
- G. On-Site Security Risk Assessment & Procedures (last review October 2025)
- I. Traffic Management Plan (last review October 2025)
- J. Lone Working Risk Assessment & Procedures (last review March 2025)
- K. School Emergency Management Plan (last review October 2025)
- L. School Emergency Lock Down Procedures (last review October 2025)
- M. Safeguarding policy (last review October 2025)