Wildground Federation
Health & Safety Policy and Guidance

Date of last review	September 2026
Name of Executive Headteacher approving the policy	Amanda Mullett
Signature of Executive Headteacher	
Signature of Chair of Governors approving the policy	
Date of next review of this policy	September 2027

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 Headteacher 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
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- 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 governors as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Employees (including volunteers)

All employees 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 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 Headteacher and Corporate Services Health & Safety Team as required.

They are responsible for liaising closely with, and alerting, Executive Headteacher and Bursar 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.

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

The on-site health & safety co-ordinator for 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 Headteacher and Corporate Services Health & Safety Team as required.

Governing Body

The Governing Body consists of the Executive Headteacher 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 who will:

- Ensure that Hampshire County Councils Health and Safety policy is enacted.
- Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements.
- Ensure that schools Health and Safety policy is formally reviewed and signed off at least every 3 years or when there are any changes and updated where appropriate.
- Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.
- Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed.
- Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the schools Health and Safety culture.

Specific Health & Safety Responsibilities:

Accident and Incident Investigators – Site Manager and Head of School

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

The accident investigator will attend accident investigator training every 3 years.

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 Corporate Services Health & Safety Team as required.

COSHH Assessor – Assistant Caretaker

The COSHH Assessor will attend the COSHH assessor training course every 3 years.

The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Executive Headteacher and/or the Corporate Health & Safety Team as required.

DSE Assessor – Bursar

The DSE Assessor will attend the DSE assessor training course every 3 years.

The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with corporate procedures.

Fire Safety Co-ordinator - Site Manager

The Fire Safety Co-ordinator will attend the Fire Risk Assessment Principals and Practice training course every 3 years.

The Fire Safety Co-ordinator (FSC) is the competent person for fire safety on the premises and acts on behalf of the Executive Headteacher. 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 Headteacher and/or the Corporate Services Health & Safety Team as required.

Health & Safety Staff Representative – Selected by staff and currently vacant

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 Headteacher 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 Headteacher 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 Headteacher and Property Services as required.

Site Safety Trained Staff – Site Manager

They will attend the Safety Awareness for Facilities Managers training course every 3 years.

The site safety trained employee is the competent person for the overall management of school premises and facilities and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.

They will work within their level of competence and seek appropriate guidance and direction from the Executive Headteacher and/or the Corporate Services Health & Safety Team as required.

Work at Height – Site Team

They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years. The competent person for working at height acts on behalf of the Executive Headteacher and will ensure work at height is carried out safely.

They will work within their level of competence and seek appropriate guidance and direction from the Executive Headteacher and/or the Corporate Services Health & Safety Team as required.

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 and policies.

In carrying out their normal functions, it is the duty of all leaders 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.

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 line with expected processes regardless of location across the Federation. Currently this is a paper record moving to a web-based recording and reporting system with a staggered implementation of Medical Tracker.

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 Corporate Services Health & Safety Team a copy of the form will be held in school. The person reporting the incident and the identified 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 to implement appropriate control measures to prevent reoccurrence.

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

A copy of the completed incident report is automatically received by the Corporate Health & Safety Team, the person who reported the incident, and the Manager/Accident Investigator.

Following the completion of an online incident report, an investigation must be carried out as soon as practicable after the accident. Managers will receive an email request to complete an investigation, with a link to the investigation form.

The 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 Corporate Services Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the federation.

The Executive Headteacher will ensure that the FGB is appropriately informed of all incidents of a serious nature. All accident and 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.

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 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 Bursar, with delegated support where appropriate, will ensure that:

- Third parties and other extended service users operate under hire and letting agreements
- A risk assessment for the activity is completed
- 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
- Appropriate first aid provision is in place and in the responsibility of the hirer/user

Contractors on Site

For HCC schools contractors will be selected from HCC minor works framework where possible. If the minor works framework cannot be used, the Selection of Safe Contractors Assessment Checklist will be used to ascertain competence and suitability prior to engaging their services. The school's Management Surveyor will be contacted for further guidance.

All contractors must report to the Federation office where they will be asked to sign in and sign the asbestos register. The contractor's induction brief includes all relevant details of fire safety procedures and local safety arrangements.

Federation 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

The curriculum lead/s will act on behalf of the Headteacher to provide the necessary competence to enable curriculum subjects to be carried safely and in accordance with the requirements and best practice.

They will ensure that all employees have a reasonable awareness the hazards and the control measures in place. They will advise the Executive Headteacher of any condition or situation which may affect the safety of any premises users.

They will use 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.

Display Screen Equipment

All Display Screen Equipment (DSE) users will complete the display screen equipment e-learning course annually.

Every admin work station has the DSE 10 top tips displayed for use especially as staff work across the Federation.

All DSE users will carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

Electrical Equipment

The Executive Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- 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

- Personal electrical equipment is not to be brought onto the premises or used unless its use is approved by Executive Headteacher 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

The Executive Headteacher will ensure that emergency procedures for non-fire related emergencies (gas leak, bomb threat, flooding etc.) are in place.

Both schools have a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be periodically provided with updated information as the emergency procedures are routinely reviewed, and amendments are introduced.

Personal Emergency Evacuation Plans will be completed and reviewed for any vulnerable persons to ensure provision of 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 Headteacher as Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All employees complete the mandatory fire safety induction e-learning course every year
- Fire safety information is provided to all employees at induction and periodically thereafter
- Fire evacuation procedures, fire safety training and fire equipment inspection and testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire manual is reviewed annually by the Fire Safety Co-ordinator, the Headteacher, and Governors making the necessary amendments
- Information from the fire risk assessment is shared with employees annually

The Responsible Manager will ensure that trained Fire Marshals are in place to assist in fire evacuation.

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 on display in both medical rooms.

A first aid needs assessment of the first aid requirements is completed annually by Head of School. This determines the level of first aid provision required.

Footwear

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

Glazing

Glass and glazing on site has been surveyed by Property Services and risk assessed by the school. 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 Bursar 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
- Fridges to be used for their designated purpose at all times
- Food preparation guidelines to be implemented in Early Years with all infant classes following guidance for washing, storing and disposing of snack-time fruit

Hazardous Substances

Hazardous substances, materials, and chemicals are not permitted to be used on-site until:

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the trained COSHH assessor
- The product is approved for use by the Executive Headteacher

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 COSHH cupboard in the caretaker's cupboard in both schools or in the Tank Room when not in use. These storage facilities are to remain locked at all times. All other hazardous materials are stored in site premise storage away from staff use and 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 with a cold drink being the preferred choice.

Infection Control

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 handwashing and/or use of antibacterial gel
- Catch it, bin it, kill it approach with use of tissues
- Current NHS and UK Health Security Agency guidelines are followed
- Regular cleaning of contact points with additional measures implemented if ever needed
- Following any risk management system implemented

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. 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. Any identified high-level risks or safety management concerns will be addressed/actioned within a timely manner.

Periodic documented inspections of the premises will be carried out every half term in accordance with the premises inspection schedule. Inspection findings will be recorded on the locally adapted 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 Headteacher, with advice and guidance from HCC.

Periodic documented inspections of the premises' safety management system will be carried out every term 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 Premises Safety Inspection Checklist.

The termly Health & Safety web monitoring form from Children's Health & Safety Team 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 Corporate Services Health and safety Team's monitoring programme. An annual audit monitoring tool will be completed by the Site Manager.

Any Hampshire Council led monitoring or inspection visit will be undertaken with the Site Team and other staff members are appropriate to the focus and to their role.

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. All relevant safe systems of work and risk assessments will be shared between Edwards and Ward and the Federation.

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

Children's kitchen can only be accessed by children when with a staff member. Any activity must be risk assessed due to the nature of equipment in the kitchen and the consideration needed for any food allergens.

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:

- Working at height
- Using hazardous equipment/tools e.g. hedge trimmer

When lone working is undertaken it must only take place:

- With the Executive Headteacher's approval or knowledge
- In accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.
- Following a risk assessment
- Where it cannot be avoided

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

The lone working arrangements for employees who undertake lone working on this site is recorded and is known by the staff it involves.

Minibus

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.

All moving and handling tasks are risk assessed following the HSE simple filter tool, before they are undertaken in accordance with the Corporate Moving and Handling Procedure.

For tasks that fall outside of the HSE filter tool, risk assessments will be carried out by the trained moving and handling risk assessor.

New and Expectant Mothers

When notified that a member of staff is pregnant, the Bursar will undertake a risk assessment with that individual.

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

Should anything change, it is the responsibility of the staff member to liaise with the Bursar to enable a review to take place.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Hampshire Outdoors procedures and guidance and EVOLVE is sued to record all activities.

Physical Intervention

Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention policy in line with DFE guidance and legislation.

Provision of Information

The Executive Headteacher 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
- Provision of in person professional development

Visitors and contractors are provided with Health and Safety information on arrival by the admin and site team.

The Health and Safety Law poster is displayed in the junior staff room and infant work room along with copies of policies and procedures and Hampshire's Corporate H & S Statement.

Local health and safety advice is available from the Executive Headteacher, Site Management Team, the Federation's Health and Safety Representatives and the Corporate Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request.

Risk Assessment

Risk assessments will be carried out by the Site Manager and Head of School where a significant risk is identified or is reasonably foreseeable.

The trained risk assessors will oversee the completion of risk assessments. Risk assessments will be carried out by employees with the appropriate knowledge and understanding of the area, task or equipment being assessed.

All risk assessments and associated control measures will be approved and signed by the Executive Headteacher.

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.

Employees will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with employees and relevant third parties periodically and when there are changes.

Smoking

Smoking, including e-cigarettes and vapes, 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 Health & Safety Executive's Stress Management Standards – staff questionnaire.

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

- Regular review of managing stress risk assessment
- Open door policy culture
- Access to Hampshire Assure for all staff across the Federation

Transport – Driving for Work

In accordance with the Corporate Procedure - Driving for Work the school will risk assess staff driving for work purposes and when this should be undertaken.

Any member of staff that does need to drive for work purpose must be fit to drive and:

- Have the correct licence to drive the vehicle
- If they are driving their own vehicle the school must ensure that it is taxed and safe to drive/has a current MOT
- Have business insurance

Records of checks will be kept by the Bursar.

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 with needs being considered on a case by case basis

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance the with the Federation's Induction Checklist.

The Headteacher will ensure that all employees are provided with adequate information, instruction, and training regarding their safety at work. Training needs analysis will be conducted, from which a comprehensive health and safety training plan will be developed and maintained.

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
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements
- Refresher training as required

Training records are held by the Bursar 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 Aggression

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.

Head of School will report all violent and aggressive incidents using the confidential online reporting system. Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

Violent incidents between children will be reported locally on CPOMS. If a child is injured following violence between children, it will be reported as an accident on the online reporting system.

Visitors

All visitors must initially report to the Federation 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 on the electronic signing in and where appropriate, in person. 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. Depending on their role, some visitors may be given a door access card with processes in place to ensure any issue card is returned.

- 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
- Appropriate personnel are made aware of visitors to school
- Visitors are only allowed to enter authorised areas of the school

Depending on their role, visitors may be accompanied by staff relevant to the activity, location and staff or children involved.

Vulnerable Persons

Where there are vulnerable persons e.g. young, pregnant, those with a disability, those with temporary or permanent medical conditions 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 e.g. boilers, pressure systems, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus will be inspected by appropriate competent contractors.

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to the Site Team and repaired or disposed of as soon as possible.

Work at Height

Work at height will be undertaken in accordance with the Corporate Procedure for Working at Height, and the Corporate 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 Corporate 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 the roof unless suitable edge protection and safe access arrangements are in place.