



WALTON HIGH SCHOOL

Proud to be part of Walton Multi Academy Trust



HEATH AND SAFETY POLICY

Reviewed by Governors:	May 2024
To be reviewed:	May 2025
Leadership link person:	Mr M Philips

*Walton Multi Academy Trust refers to all schools within the Trust.
When referring to Trust Boards, this includes Local Governor Boards, and the term
'Governor' includes all Trustees or Local Board Governors.*

Walton High School Health and Safety Policy

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Walton Multi-Academy Trust's Health (WMAT), Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Local Governing Body will ensure so far as is reasonably practicable that:
 - All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere).
 - All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - Appropriate safe systems of work exist and are maintained.
 - Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - A healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above, the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signed: Mr G Kearns
Chair of Governors

Signed: Mr A Leese
Headteacher

_____ Date

_____ Date

Part 2

Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools' rests with the employer, who in the case of Walton High School is the Walton Multi-Academy Trust. However, the school's Local Governing Body has health and safety responsibility as the **occupier** of the premises.

The Headteacher must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Local Governing Body arrangements arising out of their health and safety responsibilities.

The Walton Multi-Academy Trust's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the WMAT's Health, Safety and Welfare Policy.

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the WMAT's health and safety management system. Ensure that health and safety matters are considered when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements. For the identification of hazards and control of risks within their area.
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.
Employees	Irrespective of their position within the Walton Multi-Academy Trust's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
MAT Trustees					
Local School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Health and Safety Adviser					
County Council Officers e.g. Consultants support e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
MAT Trustees & Local School Governors	Devise and produce policy on health, safety and welfare at a strategic level.
Headteacher	Preserve, develop, promote and maintain the School's and the Council's health and safety management system.
H&S Advisers	Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the WMAT Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Trustees and the Local Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
- Seek advice from and receive reports from the H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The Trustees and LGB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The Trustees and LGB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team Local School Governors Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the WMAT Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (Senior Site Manager)
 - identify a member of staff who can act as a Health and Safety Coordinator (Business Manager)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using available resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required.
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise the Local Governing Body of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk

assessments), ensure these take place and that results are communicated to staff.

- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall Policy.
- Seek help from the H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the LGB where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with Audit arrangements.
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the Audit arrangements.
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the LGB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Local Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see Assisters) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policy and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others.
 - Promoting good practice.
 - Identifying H&S problems and rectifying them if possible.
 - Challenging poor H&S performance or attitudes.
 - Communicating regularly about H&S.
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans).
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job.
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the H&S Adviser or other specialist as required.
- Make use of other appropriate and available resources to promote H&S at work (e.g. intranet/newsletters).
- In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the Walton Multi Academy Trust's Health, Safety and Welfare policy.

These are reproduced here;

1. To maintain an understanding of health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by Entrust Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<i>Health and Safety Advisors</i>	
<i>Occupational Health Professionals</i>	
<i>Specialist Technical Staff</i>	

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the WMAT Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of available resources to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Local Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees
Irrespective of their position within the Walton Multi-Academy Trust's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the WMAT's structure, all staff are employees and therefore all the employee responsibilities within the WMAT's Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the WMAT's Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Local Governing Body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees' health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

PART 2

ARRANGEMENTS & PROCEDURES FOR HEALTH, SAFETY AND WELFARE

WALTON HIGH SCHOOL

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

Accident books are held in reception and the science prep rooms. All accidents/near misses must be reported. The H&S coordinator collates completed accident forms, investigates the accident, notifies the LA H & S Consultant if needed and instigates remedial action.

2. Asbestos

The Assistant Site Manager is responsible for the Asbestos Record System manual which is kept in the site office. He/she will ensure that contractors and other necessary persons have sight of the manual prior to starting work on site. He/she will also carry out the 3 monthly asbestos checks to monitor the condition of the asbestos. The Head teacher reminds staff at the termly staff meeting that we have asbestos, that nothing should be affixed to the walls, and that damage to the asbestos should be notified to the site manager.

3. Contractors

The Site Manager selects contractors and is responsible for exchanging the necessary Health and Safety, safe working arrangements and risk assessments. Concerns should be reported to the Executive Business Manager who is the liaison with supervisors in Property and Estates

4. Curriculum Safety [including out of school learning activity/study support]

All teaching staff are responsible for undertaking suitable risk assessments prior to commencing hazardous activities or when using specific equipment.

5. Drugs & Medications

Parents must complete Care Plans and ensure their children have adequate supplies of medication in school. Students are expected to self administer in the presence of a first aider, however, specific staff will be trained to administer Epi pens, and any other identified special requirements such as administration of epileptic drugs. All drugs will be stored securely in the medical room and administration records will be kept for all students

6. Electrical Equipment [fixed & portable]

Staff are expected to visually inspect all electrical items prior to use. PAT testing will be arranged every 2 years by the Site Manager for all portable appliances, records will be kept in the site office. Staff are not permitted to bring electrical items in from home unless they have been PAT tested, this can be arranged with the Science Technicians. Defective

equipment should be reported to the Assistant Site Manager. Fixed installations are tested every 5 years by Speed Electrical.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Executive Business Manager is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills. Emergency evacuations are carried out once each term. Specified support staff and Leadership Team have responsibilities as Fire Marshalls and the Senior Deputy Head is the Chief Fire Marshall who is responsible for calling the Fire Brigade if needed. The assembly point is at the entrance to the Gym. The fire alarms are tested weekly on a Tuesday and the emergency lighting monthly.

Fire Risk Assessment

These are carried out every 6 months by the Senior Site Supervisor and the Executive Business Manager. The action plans will be drawn up and implemented by the Business Manager. Fire Risk Assessments are kept in the Executive Business Manager's Office.

8. First Aid

The following staff are trained First Aiders:

Rachel Bayliss – Reprographics	Jayne Durose-Raina - Receptionist
Carly Boston – Receptionist	Catherine Liddell – Teaching Assistant
Catrin Cooke – Teaching Assistant	Ali Cashmore – Assistant Headteacher
Lisa Everill – Teacher	Karina Rowland - Teacher

There are numerous First Aid boxes around school; these are kept stocked up by Receptionist / First Aider.

First aid will call an ambulance if needed, and first aiders will accompany students to hospital until parents arrive.

First Aiders receive refresher training every 3 years and refresher Epi-pen training every 2 years.

9. Glass & Glazing

All replacement glass is to be of safety standard.

10. Hazardous Substances (COSHH)

Site staff have responsibility for the selection, risk assessments and use of COSHH substances around site, and for the selection and use of PPE and will ensure they are suitably trained.

Teachers are responsible for the selection, risk assessments and use of COSHH substances required for use in the curriculum and for the selection and use of PPE and will ensure they are suitably trained.

Lab technicians are responsible for the safe storage of hazardous substances in science.

The D&T technician is responsible for the safe storage of hazardous substances in technology.

The Art technician is responsible for the safe storage of hazardous substances in art.

The RPS for Walton High School is – Dr I Stec

The Radiation Protection Officer for Staffordshire is – Sean Smith (01782 297598)

11. Health and Safety Advice

School has arranged for competent Health and Safety advice to be provided by Staffordshire County Council., tel: 01785-355777

Occupational Health advice is provided by the Occupational Health Unit, tel – 01785 276280

12. Housekeeping, cleaning & waste disposal

Daily cleaning (and termly stand down cleaning) is undertaken by a team contracted from Chartwells. Rubbish is collected daily in 11 large bins located in a secure compound and disposed of 3 times weekly.

Litter is collected daily by the site team.

Snow shifting and gritting of paths is undertaken when needed by the site team

13. Handling & Lifting

Manual Handling identification and risk assessments are carried out by the Executive Business Manager at Induction stage. Training is organised on an 'as needed' basis.

14. Jewellery

Make up and jewellery are not permitted in school (except for one small plain earring in each ear – e.g. sleeper/stud), and a watch.

15. Lettings/shared use of premises

Letting of the school premises will be encouraged. Hirers of the swimming pool must satisfy the Executive Business Manager that they will follow the standard operating procedures and will employ the minimum number of lifeguards Hirers must provide their own staff. First Aid boxes are available in the pool area and outside the Medical room door. Accidents must be reported at the first opportunity and entered into the schools Accident book. Emergency arrangements are communicated to all hirers along with the standard lettings documents. Risk assessments must be carried out by the Hirers and a copy provided to the school.

Public Entertainment Licences must be organised by the hirers.

16. Lone Working

Lone workers will be identified at H&S Induction by the Executive Business Manager. A risk assessment will then be undertaken and working practices identified and followed.

17. Maintenance / Inspection of Equipment (including selection of equipment)

Air conditioner service carried out by MITIE – 4 per annum

Boiler service carried out by Ford Mainwaring– 1 per annum

Fixed electrical test carried out by Contractor organised by Entrust– every 5 years

PAT tests carried by Calbarrie – every 2 years

Emergency lighting service carried out by Trinity Protection – 2 per annum

Fire fighting appliances inspected/tested by Chubb – annually

Fire alarms service carried out by Trinity Protection – 2 per annum

Intruder alarm maintenance carried out by Chubb – 2 per annum

Intruder and fire alarm monitoring carried out by Trinity Protection – 2 per annum

Lightning protection service – Annually.

Gas soundness test carried out by MITIE

Swimming pools service - carried out by Mitie – 2 per annum

Water hygiene risk assessments service carried out by Integrated Water Services – every 2 years

Water hygiene service and testing service carried out by Hertel – 2 per annum

Asbestos visual check carried out by Site team – 4 per annum.

Asbestos check by Consultants Bi annually - Entrust

Ladder safety check carried out by site team – 2 per annum.

PE maintenance check carried out by Approved Contractor – annual check

Fume cupboard testing carried out by Approved Contractor – annual check

18. Monitoring the Policy and results

The Executive Business Manager is responsible for reviewing H&S checklists, the monitoring of accidents and compilation of statistics.

The Executive Business Manager is responsible for devising KPI's, for measuring and reporting health and safety performance and for reporting each half term to the Local Governing Body.

19. Poster on Health and Safety Law

The Executive Business Manager is responsible for ensuring accuracy and displaying the H&S law poster.

20. Personal Protective Equipment (PPE)

The Line Manager of the individual is responsible for the selection of suitable PPE, for the supervision of its use and for ensuring proper use of PPE.

The individual is responsible for the periodic checking and maintenance of equipment.

PPE will be provided free of charge where risk assessment determines this to be necessary

21. Reporting Defects

All defects should be reported to the Site Team via the Pink Slip system, who will arrange remedial work.

22. Risk Assessments

Heads of Department are responsible for carrying out risk assessments within their area. Site risk assessments are the responsibility of the Senior Site Manager.

Special Risk Assessments such as for staff who are pregnant or who have health problems will be undertaken by the Executive Business Manager.

23. School Trips/ Off-Site Activities

All trips must be fully compliant with the School's Educational visits policy.

24. School Transport – minibuses

All drivers must have passed the Minibus drivers test and have a valid licence and minibus permit.

The Executive Business Manager will undertake annual checks of licences and permits.

The Assistant Site Manager is responsible for undertaking regular checks on the minibus, and for arranging regular servicing and MOT tests.

Current authorised drivers are:

Mr G Valentine, Mr S Darling, Mr A Parkes, Mr R Wilson and Mrs K Smith

25. Smoking & Vaping

The entire site is a non-smoking and non-vaping site.

26. Staff Consultation and Communication

H&S Committee meetings are held every term. Staff can raise concerns through their HOD in to this meeting, or on the Pink Slips, or directly to the Executive Business Manager.

H&S information can be found on the H&S notice board, and in Governors minutes.

27. Stress and staff Well-being

The Executive Business Manager carries out the Return to Work interview for all staff. Appropriate risk assessments / action plans, including the stress risk assessment, are developed where necessary to support staff wellbeing. The school hosts the County's

Wellbeing Pod each year for staff to access if they so wish. Staff are encouraged to take their breaks in the staff room. Refreshments are provided for the morning break. Flu vaccines are provided annually for all staff. Fitness Training sessions are provided weekly by the PE Staff: Weekly Staff Football: Swimming sessions are provided weekly by the PE Staff: All staff have access to Staffordshire County Council's "Keep Well" website which includes confidential counselling services.

28. Supervision [including out of school learning activity/study support]

Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for school trips, requirements for criminal conviction clearance]

29. Swimming Pool Operating Procedures (where applicable)

Full Operating Procedures are displayed on the notice board at the poolside.

There is a first aid kit on poolside.

Hirers must satisfy the Executive Business Manager that they will follow the standard operating procedures and will employ the minimum number of lifeguards.

Both of the site supervisors have current National Pool Plant Operators certificate (ISRM).

30. Training and Development

All staff have a H&S induction training course. These are run every term by the Executive Business Manager.

The Executive Business Manager keeps a H&S training matrix which identifies training needs for all staff.

Performance management managers identify any H&S training needs as part of the annual performance management process.

The Executive Business Manager will arrange 'generic' training as and when needed, such as manual handling and risk assessment.

The Head Teacher is responsible for ensuring that sufficient time is set aside to enable this training to take place.

31. Use of VDUs / Display Screens / DSE

The Executive Business Manager identifies DSE users and arranges for DSE assessments to be carried out every 2 years. Any DSE requirements are collated from these and remedial action taken by the Executive Business Manager. All DSE users are encouraged to take advantage of the 2 yearly sight tests.

32. Vehicles on Site

The maximum speed limit on site is 5mph. Site staff are responsible for ensuring there are painted signs on all roads.

Delivery lorries are requested not to deliver between 8.15 and 9.00am.

Contractors lorries are restricted during term times; this is specified in the risk assessments.

Students are regularly reminded to keep to footpaths.

33. Violence to Staff / School Security

School is locked down during the holidays. Access is via a keypad on the main door only.

Staff are requested to wear ID badges at all times.

Signs direct visitors to reception where they are all signed in and ID is checked.

Staff are regularly reminded to report all incidences of violence to Senior Leadership. The Executive Business Manager then completes the necessary paperwork and takes remedial action, including risk assessments and arrangement of counselling if needed.

34. Working at Height

Any staff wishing to work at height must ensure they use the correct equipment and that they have received the relevant training.

Site staff carry out 6 monthly checks on all ladders.

Kick stools and step ladders will be provided where needed.

Any pupils accessing the 'Lighting tower' in the hall must have received the relevant training. The Head of Performing Arts is responsible for arranging this.

35. Water Hygiene

The Water Hygiene Manual is kept by Adam Parkes, who is responsible for ensuring the required test are undertaken and that the results are recorded and updating as necessary.

36. Work Experience

The Work Experience placements are the responsibility of Laura Baker. We have contracted Staffordshire Partnership to ensure that the required risk assessments have been carried out.