



WALTON HIGH SCHOOL

Proud to be part of Walton Multi Academy Trust



HEALTH & SAFETY

Reviewed by Governors:	May 2026
To be reviewed:	May 2027
Leadership link person:	A Leese

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.

The policy has 4 parts:

Part A – Introduction

Part B – The Health & Safety Policy Statement

Part C – Responsibilities (delegation of tasks)

Part D – Detailed arrangements and procedures to reduce risk within the school

A. Introduction

This Policy compliments and should be read in conjunction with, the Walton Multi Academy Trust Health, Safety & Wellbeing Policy.

The Governing Body will endorse and support the Health, Safety & Wellbeing policy of WMAT and assist the Trust to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Walton High School's Governing Body recognise and take responsibility for, compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- All places and premises where employees and students 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 the premises or taking part in educational activities elsewhere.
- All plant and equipment are 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 employees and students can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure, as far as reasonably practicable, that the health and safety of other non-employees is not adversely affected by its activities.

Employee involvement is an important part of managing safety and consultation on health and safety with employees and employee representatives form part of this policy. All employees are expected to accept responsibility to work safely, by ensuring

that they take reasonable care of their own health, safety and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees and review annually.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

C. Responsibilities (Delegation of Duties)

The delegation of responsibilities and duties of all employees is detailed in the school's Health, Safety & Wellbeing Policy.

In addition to their general responsibilities:

The Governing Body will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a link Governor for health, safety & wellbeing
- Review and monitor the effectiveness of this policy.

The Headteacher is responsible for implementing this policy and will:

- Promote a positive and open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure that all employees have access to appropriate training for their role.

Senior Leaders within the school will support the Headteacher in their role. They will:

- Implement and monitor the school's health and safety arrangements.

- Manage any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure that health and safety inductions are carried out for all employees and keep records of the inductions.

Heads of Department/Curriculum Leads will, within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and students.
- Instigate and ensure that safety procedures are developed and adhered to, ensuring that these are in line with curriculum best practice (e.g. Science/DT/PE etc).
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including 'near misses') are reported promptly and are investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety and wellbeing – such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise students and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues with their specialism.

All employees will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous, to their line manager and/or the appropriate employee.

- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

Competent Health and Safety Advice:

The school obtains competent health and safety advice from:	Staffordshire County Council's Health, Safety and Wellbeing Team
The contact details are:	Sarah-Jane Walmsley 01785 355777
In an emergency we contact: Duty Officer 01785 355777	

Monitoring Health and Safety:

Name of person(s) responsible for the overall monitoring of health and safety in school:	A Leese
<p><i>Our arrangements for the monitoring of health and safety are:</i></p> <ul style="list-style-type: none"> • all new staff cover Health and Safety as part of their induction. • There is a link Governor responsible for Health and Safety. • Health and Safety information is communicated to staff via the weekly staff bulletin. • Staff are aware of who they need to report Health and Safety issues to. 	
The school carries out formal evaluations and audits on the management of health and safety.	
The last audit took place	Date: May 2025 By: M Phillips
Name of person(s) responsible for monitoring the implementation of health and safety policies	A Leese Headteacher
Workplace inspections: Annual Health and Safety Evaluation Check List	Department Heads

Caretaker Checks	Caretakers
Premise Walks	Caretaking Team, Penk Valley H&S Team, Headteacher

Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

D. Health and Safety Management Arrangements

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.

Accident and Incident Reporting, Recording and Investigation

Our arrangements for recording and investigating:
Pupil accidents: <ul style="list-style-type: none"> • Staff report on CPOMS • Operations Manager (Api) investigates accident and reports as appropriate
Employee accidents: <ul style="list-style-type: none"> • Staff complete the accident book • Operations Manager (Api) investigates accidents and reports as appropriate
Visitor accidents: <ul style="list-style-type: none"> • Recorded as per staff accidents
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: <ul style="list-style-type: none"> • A Leese, via Staffordshire County Council
Our arrangements for reporting to the Governing Body are: <ul style="list-style-type: none"> • Termly feedback to the Link Governor for Health and Safety • Link Governor feeds back to Full Governing Body
Our arrangements for reviewing accidents and identifying trends are: <ul style="list-style-type: none"> • Accidents are listed by type and subject area. These are listed on a spreadsheet to identify trends

Asbestos

Name of person responsible for managing asbestos on the school site:	A Leese
Location of the Asbestos Management Log or Record System:	The school Site Office
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <ul style="list-style-type: none"> Contractors are required to review the asbestos manual and sign to confirm the review, before work is carried out 	
<p>Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are:</p> <ul style="list-style-type: none"> Staff are aware of the asbestos within the school and who to contact if there is an issue New staff are advised during their induction process Staff will sign a declaration annually to confirm they have read and understood the Asbestos fact sheet 	
Employees must report damage to asbestos materials to:	S Darling (Site Supervisor)
<p>Employees must not drill or affix anything to walls without first obtaining approval from the person responsible for managing asbestos.</p>	

Communication

Name of SLT member who is responsible for communicating with employees on health and safety matters:	A Leese
<p>Our arrangements for communicating health and safety matters with employees, pupils, visitors, contractors are:</p> <ul style="list-style-type: none"> The staff weekly bulletin, which is issued during term time. Emails to all staff as and when required. The new staff induction process 	

<ul style="list-style-type: none"> • Staff meetings as and when required
<p>Employees can make suggestions for health and safety improvements by:</p> <ul style="list-style-type: none"> • Speaking to a member of the caretaking team • Speaking to Operations Manager

Construction Work *Also see Contractor Management

<p>Name of person coordinating any construction work / acting as Client for any construction project.</p>	<p>S Darling</p>
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <ul style="list-style-type: none"> • Any major construction work is managed by Penk Valley Chief Operating Officer • Duty holders will be identified and named as part of any Construction project. 	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"> • Meetings are held prior to the project commencing to ensure all relevant information is shared between all parties. • Contractors along with site staff are responsible for onsite safety during the duration of the project. <p>Meetings are held if required during the project if any further issues are identified</p>	
<p>Our arrangements for the induction of contractors are: Meetings are held prior to the project commencing to ensure all relevant information is shared between all parties.</p> <ul style="list-style-type: none"> • One off contractors are supported by the site staff 	
<p>Employees should report concerns about contractors to: Stewart Darling</p>	
<p>We will review any construction activities on the site by:</p> <ul style="list-style-type: none"> • Monitoring activities on site & discussion with contractors 	

Consultation

Name of SLT member who is responsible for consulting with employees on health and safety matters:	A Leese Headteacher
<p>Our arrangements for consulting with employees on health and safety matters are:</p> <ul style="list-style-type: none"> • Staff can raise concerns at any time. • Questionnaires when appropriate. • Staff can raise issues of concern by contacting either A Leese 	

Contractor Management

Name of person responsible for managing and monitoring contractor activity	A Leese or S Darling
<p>Our arrangements for selecting competent contractors are:</p> <ul style="list-style-type: none"> • chosen from the list of approved suppliers maintained by the finance team 	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"> • agreements during meetings prior to the work being carried out which will include the exchange of relevant H&S information. 	
<p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> • in meetings prior to the work commencing and also during their time on site 	
<p>Employees should report concerns about contractors to:</p> <ul style="list-style-type: none"> • Stewart Darling 	

Curriculum Areas – Health and Safety

Name of the person who has overall responsibility for the curriculum areas are as follows:

Science	Mr G Smith Head of Science
D&T	Mrs E Hillier Head of Technology
PE	Mr G Valentine Head of PE

Risk assessments for the curriculum areas are the responsibility of:

Science	Mr G Smith Head of Science
D&T	Mrs E Hillier Head of Technology
PE	Mr G Valentine Head of PE

Display Screen Equipment use (including PC's, laptops and tablets)

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for any employees using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are:	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	A Pinney WHS, PVAT H&S Team
DSE assessments are recorded, and any control measures required to reduce risk are managed by:	A Pinney

Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	A Leese Headteacher
The Educational Visits Coordinator is	C Smith

Our arrangements for the safe management of educational visits are:

- Visits are approved by the Leadership Group in advance
- The school buys into Entrusts Educational Visits SLA
- All educational visits are risk assessed via the Evolve system
- Staff are responsible for completing the evolve form
- The evolve form is then approved by the Educational Visit Co-ordinator
- The form is then approved by the C Smith as designated Headteacher

Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	S Darling
Fixed electrical wiring test records are located:	In the site office
All employees are required to visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: <ul style="list-style-type: none"> • items from home are not to be brought into school without being PAT tested. 	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	S Darling
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	S Darling
Portable electrical equipment (PAT) testing records are located:	Site Supervisor <ul style="list-style-type: none"> • one drive • PAT • Relevant year
Employees must take defective electrical equipment out of use and report to:	S Darling Site Supervisor

The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.

Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).	A Leese Headteacher
<p>Our arrangements for communicating emergency arrangements to all employees are:</p> <ul style="list-style-type: none"> • Lockdown alarms on site to be activated if required • Fire alarm • Ongoing information will be via email or text as appropriate 	

Fire Precautions & Procedures (and other emergencies including bomb threats)

Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:	A Leese Headteacher S Darling Site Supervisor R Killeen Deputy Headteacher
The Fire Risk Assessment is located in:	One Drive
The Fire Risk Assessment is shared with other employers who share the site.	Leadership Team Caretaking Staff Other staff as required Lettings
When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)	R Killeen Deputy Headteacher This can be delegated at the time

Name of person responsible for arranging and recording of fire drills:	R Killeen Deputy Headteacher
Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:	R Killeen Deputy Headteacher
Our Fire Evacuation Arrangements are:	New staff have inductions Displayed on the H&S notice board in the staff room
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	R Killeen R Davenport
Name of person responsible for training employees in fire procedures:	PVAT H&S Team
Employees awareness of the Fire Procedures in school is repeated at the start of each term.	

First Aid *also see Medication

Name of person responsible for carrying out the First Aid Assessment:	Rachel Bayliss
The First Aid Assessment is located:	Rachel Bayliss
First Aiders are listed:	Within the first aid assessment and on the staffroom notice board
Name of person responsible for arranging and	Operations Manager

monitoring First Aid Training	
Location of First Aid Box(es):	Reception Medical Room Departments
Name of person responsible for checking and restocking first aid box(es):	R Bayliss First Aider
<p>Our arrangements for dealing with an injured person who has to go to hospital are:</p> <p><u>Student</u></p> <ul style="list-style-type: none"> • Parents/carers are contacted when it is clear an ambulance is required • Parent is advised to come to school to accompany student • If unable to get in touch with any of the listed contacts a member of staff will remain with the student at all times <p><u>Staff</u></p> <ul style="list-style-type: none"> • Next of kin is contacted to meet the ambulance at the hospital • A member of staff will stay with employee whilst awaiting the ambulance 	
<p>Our arrangements for recording First Aid provided are:</p> <p>Our arrangements for recording the use of First Aid are set out by the Accident Reporting Procedure.</p>	

Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	G Smith Head of Science
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <p>The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.</p>	

Health and Safety Law Poster

The Health and Safety at Work poster is displayed:	<ul style="list-style-type: none"> • In reception • On H&S notice board in the staffroom
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Housekeeping, cleaning and waste disposal:

All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.	
Our waste management arrangements are:	
<ul style="list-style-type: none"> • General Waste is taken by Stafford Borough Council • Medical Swabs are collected by PHS • Sanitary bins are collected by B Hygienic 	
Our site housekeeping arrangements are:	
<ul style="list-style-type: none"> • Waste skips and bins are located away from the school building. • All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. • Staff in all departments who generate waste (e.g. catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role. 	
Site cleaning is provided by:	Cleantec
Cleaning employees have received appropriate information, instruction and training	

Infection Control

Name of person responsible for managing infection control:	S Darling Site Supervisor
Our infection control arrangements (including communicable diseases/hand hygiene standards) are detailed within the school Infection Control Policy	

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Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	S Darling Site Supervisor J Pugh Finance Assistant Caretaking Team (responsible for ensuring access control and site security)
Our arrangements for managing Lettings of the school/rooms or external premises are detailed in the school's Charges and Remissions Policy which is reviewed annually.	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers must have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	

Lone Working

Our arrangements for managing lone working are set out in the Lone Working Policy

Maintenance / Inspection of Equipment (including selection of equipment)

Name of person responsible for the selection, maintenance /	S Darling Site Team
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inspection and testing of equipment:	
Records of maintenance and inspection of equipment are retained and are located:	With S Darling
Employees report any broken or defective equipment to:	S Darling
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.	

Manual Handling

Name of person responsible for carrying out manual handling risk assessments:	PVAT H&S Team
Our arrangements for managing manual handling activities are that staff are aware of manual handling and how to carry this out correctly.	
Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Employees are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support employees).	

Medication

Name of person responsible for the management of and administration of medication to students in school:	R Bayliss First Aider
Our arrangements for the administration of medicines to students are:	

<ul style="list-style-type: none"> • Parents are required to sign an agreement that medication can be administered in school • All medicines are kept in the first aid room and pupils are required to go to First Aid to take their medication as required. • Students will not be given medication without parental consent. 	
The names members of employees who are authorised to give / support students with medication are:	R Bayliss
Medication is stored:	In the fridge in Medical Room (if required) In first aid office
A record of the administration of medication is located:	First Aid office
Students who administer and/or manage their own medication in school are authorised to do so by a First Aider and provided with a suitable private location to administer medication/store medication and equipment.	
Employees are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are the pupil comes to first aid for their medication.	
Employees who are taking medication must keep their personal medication in a secure area in an employee only location.	
Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective	<u>Science</u> G Smith <u>Technology</u>

equipment (PPE) for school employees:	E Hillier <u>Caretaking</u> S Darling
Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:	As above
PPE provided for use in curriculum lessons is not "personal" as it is provided for classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for students:	As above
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking student PPE.	As above

Radiation

Name of the school Radiation Protection Supervisor (RPS):	A Goodfellow
Name of the school Radiation Protection Officer (RPO):	P Davies
Name of the Radiation Protection Adviser (RPA):	S Wright

Reporting Hazards or Defects

All employees and students must report any hazards, defects, or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects:

- For non-emergencies staff must report issues via the Site Team email
- For emergencies staff must call the caretakers directly and if they are unable to contact them phone reception

Risk Assessments

<p>The school has in place, risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to employees, students and others who may be exposed to the risk.</p>	
<p>Risk assessments are in place for the following areas:</p> <ul style="list-style-type: none"> • Premises and grounds • Curriculum / classrooms • Hazardous activities or events • Letting or contract work which may affect staff or pupils in school • Fire Risk Assessment • Hazardous Substances • Work Equipment • Manual handling activities • Risks related to individuals 	
<p>Name of person who has overall responsibility for the school risk assessment process and any associated action planning:</p>	<p>A Pinney Operations Manager</p>
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <ul style="list-style-type: none"> • Departments review their risk assessments on a continual basis • Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. • When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified. • Risk assessments are created or reviewed when something new is introduced or a change has occurred. 	
<p>Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.</p>	
<p>When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.</p>	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p>	

Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school or state locations where it is allowed.

Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	S Darling Site Supervisor
The school premises are shared with another organisation (e.g. Contract caterer/public leisure Centre).	Aspens
Our arrangements for managing health and safety in a shared workplace are:	Aspens staff will follow the schools Health and Safety regulations Aspens are responsible for providing risk assessments in relation to their catering The school is responsible for maintaining the equipment within the kitchen

Stress and Employees Well-being

Name of person who has overall responsibility for the health and wellbeing of school employees:	A Leese Headteacher
<p>All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:</p> <ul style="list-style-type: none"> • Management of referrals to OHU as required. • Staff are made aware of Staffordshire County Council's Think Well site. • Stress assessments for identified staff. 	

- Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.
- All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.
- Individual stress risk assessments take place when a member of staff requires additional individual support.
- A team stress risk assessment has been completed involving all employees and this is reviewed regularly.

Training and Development

Name of person who has overall responsibility for the training and development of employees:	R Killeen Deputy Headteacher
All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all employees are that all new staff have an induction that includes Health and Safety, Safeguarding and the school's policies and procedures. Any training issues highlighted are addressed as they arise	
The school has a health and safety training matrix to help in the planning of essential and development training for employees.	
Training and use of new competency training/skills is monitored and measured by:	Jeannette Coughlan Acting CFO

Vehicles owned or operated by the school

Name of person who has overall responsibility for school vehicles:	S Darling
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The school operates the following vehicles:	1 x leased mini bus
Name of person who manages the driver medical examinations:	S Darling
Name of person who manages the vehicle license requirements:	S Darling
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:	S Darling R Wilson
Name of person who arranges servicing and maintenance of our vehicles:	S Darling
<p>Our arrangements for the safe use of school vehicles are:</p> <ul style="list-style-type: none"> • All drivers are required to hold the D1 qualification on their license • All drivers must pass Staffordshire County Council medical • All drivers must pass Staffordshire County Council mini bus license • All passengers must wear a seatbelt at all times • All passengers must follow the driver's directions at all times 	

Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	S Darling
<p>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed</p>	

limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc):

- Site speed limit is 5 mph
- No delivery vehicle should reverse without a banksman
- Deliveries where possible should be outside student movement times, these are specific to the delivery company
- If pedestrian areas are not segregated from the vehicle areas, students are aware they should stay on designated paths

Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, students and visitors.

A risk assessment is carried out where employees are at increased risk of injury due to their work.

Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.

Employees and students must report all incidents of verbal & physical violence to:

A Leese
Headteacher

Incidents of verbal & physical violence are investigated by:

A Leese
Headteacher

Name of person who has responsibility for site security:

A Leese
Headteacher

Our arrangements for site security are:

- The school has electronic gates which are closed during the school day
- The school has CCTV to assist in site security
- Staff challenge strangers in school who are not wearing a visitor's badge
- Staff who carry out lone working are aware of the lone working policy and risk assessment

Water System Safety

Name of Premises Manager responsible for managing water system safety.	S Darling Site Supervisor
Name of contractors who have undertaken a risk assessment of the water system	S Darling Site Supervisor
Name of contractors who carry out regular testing of the water system:	Concept Environmental Solution Ltd
Location of the water system safety manual/testing log	Site Office
<p>Our arrangements to ensure contractors have information about water systems are:</p> <ul style="list-style-type: none"> • Meet with Caretakers either prior to or at visit • Records available for inspection 	
<p>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</p> <ul style="list-style-type: none"> • Water Hygiene course taken by Caretakers • Records available as required 	

Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	S Darling
Work at height is avoided where possible.	
<p>Our arrangements for managing work at height are</p> <ul style="list-style-type: none"> • Work at height is avoided where possible • All staff working at height must read the safety booklet and sign to say they have read, understood and agree with the content • Staff are not allowed to work over a specified height without further training • Staff using ladders only do so when a second person is available to stand at the bottom • Appropriate equipment is provided for work at height where required. • Staff who carry out work at height are trained to use the equipment provided • Work at height equipment is regularly inspected, maintained and records are kept in the Site Office 	

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Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school students.	A Stokes PHSE & Careers Lead
Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are: <ul style="list-style-type: none">• Students find their placements• The relevant checks are carried out on the school’s behalf• Checks are made on the students when they are on work experience	
The name of the person responsible for the health and safety of people on work experience in the school premises:	A Stokes PHSE & Careers Lead
Our arrangements for managing the health and safety of work experience students in the school are: <ul style="list-style-type: none">• All work experience students receive a health and safety and safeguarding induction• All work experience students are given a key contact whilst in school• Any issues are discussed with the individual	

Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	A Pinney Operations Manager
Volunteers are considered as a member of employees and all health and safety arrangements including induction and training apply.	