Walton Multi Academy Trust

Health and Safety Policy

Date reviewed by Governors:	Autumn 2026
Next review date:	Autumn 2027
Leadership Link Person	CFO

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.

1. Introduction

This is the Walton Multi Academy Trust (WMAT) Health, Safety & Wellbeing Policy and applies across the Trust, including Walton High School and King Edward VI High School. The Trust recognises its responsibilities as employer and is committed to providing and maintaining safe and healthy working and learning environments for employees, pupils, visitors, contractors and others who may be affected by its activities.

This Trust policy sets the overarching framework, responsibilities and minimum expectations for health, safety and wellbeing. It must be read in conjunction with the local health and safety arrangements, procedures, risk assessments and associated policies maintained by each individual school. These local documents reflect the premises, activities, staffing arrangements and operational requirements of each setting. Where a local arrangement is more specific, it supplements this Trust policy and must remain consistent with it.

Each school is responsible for maintaining its own local arrangements and ensuring that they are reviewed when circumstances change and at appropriate intervals. Until King Edward VI High School local arrangements are incorporated or separately confirmed, relevant site-specific arrangements will continue to be documented and managed locally.

2. Health & Safety Policy Statement

The Trust Board recognises and accepts responsibility for compliance with the Health and Safety at Work etc. Act 1974 and other relevant health and safety legislation. So far as is reasonably practicable, the Trust will ensure that:

- Premises used for work and educational activities are maintained in a safe condition and without unacceptable risk to health;
- Plant and equipment are safe to use and suitable arrangements exist for safe use, handling, storage and maintenance;
- Appropriate safe systems of work are established, communicated and maintained;
- Sufficient information, instruction, training and supervision are provided;
- Suitable welfare arrangements are maintained;
- Employees and employee representatives are appropriately consulted on health and safety matters; and
- The health and safety of pupils, visitors, contractors and other non-employees is not adversely affected by Trust activities.

All employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, cooperate with Trust and school arrangements, and report hazards, incidents and concerns promptly.

3. Responsibilities (Delegation of Duties)

The delegation of duties and operational responsibilities set out in this policy may be adjusted where operationally required, including between scheduled policy reviews, provided appropriate competence, authority, communication and oversight are maintained. Any significant long-term change to delegated responsibilities will be incorporated formally at the next scheduled policy review point.

Trust Board

- Provide strategic oversight and ensure adequate resources are available.
- Monitor significant health, safety and wellbeing risks, assurance information, incidents and audit findings.
- Approve and review this policy and ensure appropriate governance arrangements are in place.
- Walton Multi Academy Trust will identify a link governor to assist with the governance, monitoring and assurance of health and safety across the Trust.

Chief Executive Officer

- Ensure the Trust has effective arrangements to discharge its duties as employer.
- Hold executive leaders to account for implementation across the Trust.

Chief Financial Officer

- Coordinate Trust-wide health and safety arrangements and assurance.
- Oversee major premises and construction activity and ensure competent advice is available.
- Support schools in monitoring compliance, risk management and improvement actions.

Penk Valley Academy Trust Support

Walton Multi Academy Trust receives strategic and operational health, safety and estates support through its support arrangements with Penk Valley Academy Trust.

The Penk Valley Chief Operating Officer provides strategic advice and assistance to the Trust and its schools in relation to health and safety, estates, significant premises matters and major construction projects.

The Penk Valley Health & Safety Manager provides day-to-day operational health and safety support, coordination, monitoring and assistance to the Trust and its schools.

These support arrangements assist Walton Multi Academy Trust in discharging its health and safety responsibilities but do not transfer or replace the responsibilities of the Trust Board, Chief Executive Officer, Chief Financial Officer, Headteachers or other role-holders identified within this policy.

Local Governing Body

- Monitor implementation and local assurance at its school.
- Receive appropriate health and safety reports and escalate significant concerns.
- Nominate a governor link where required by the Trust governance arrangements.

Headteacher

- Implement this policy and the school-specific local arrangements.
- Promote a positive health, safety and wellbeing culture.
- Ensure appropriate risk assessments, procedures, training, communication and supervision are in place.
- Appoint competent role-holders for delegated local responsibilities and report significant issues through Trust governance arrangements.

Senior Leaders

- Support implementation and monitoring.

- Address hazardous practices, equipment and premises issues within their responsibilities and escalate unresolved matters.
- Ensure appropriate induction and local communication.

Heads of Department / Curriculum Leads

- Identify and control hazards within their areas.
- Ensure suitable risk assessments are completed, communicated and reviewed.
- Maintain appropriate subject-specific safety arrangements, including recognised curriculum guidance.
- Ensure equipment, PPE and hazardous substances are appropriately controlled.

All employees

- Comply with Trust and local school arrangements and risk assessments.
- Use equipment safely and leave work areas in a safe condition.
- Report accidents, near misses, hazards and defects promptly.
- Contribute to risk assessment and continuous improvement.

4. Health and Safety Management Arrangements

Walton High School and King Edward VI High School retain Staffordshire County Council's Health, Safety and Wellbeing Team as their source of competent professional health and safety advice. The strategic and operational support provided through Penk Valley Academy Trust complements, but does not replace, the competent professional health and safety advice provided by Staffordshire County Council.

Health and safety performance will be monitored through proportionate local inspections, audits, incident and near-miss trends, statutory compliance information, outstanding actions and other relevant indicators. Each school will report significant findings through its governance arrangements, with material risks and assurance matters escalated to the Trust.

The following headings establish Trust-wide minimum expectations. Detailed site-specific arrangements, named systems, locations, contractors and operational procedures are retained within each school's local arrangements and associated policies. References below are therefore by role rather than by named individual.

Accident and Incident Reporting, Recording and Investigation

- All pupil, employee and visitor accidents, incidents and near misses must be recorded using the school-approved reporting system.
- The designated school operational lead will review and investigate incidents as appropriate. Each school must maintain arrangements for periodic review of accident and incident trends and for reporting significant findings through local governance and Trust assurance arrangements.
- Accidents and incidents will be recorded through the Staffordshire County Council health and safety accident reporting system in accordance with each school's local arrangements. Staffordshire County Council's Health, Safety and Wellbeing Team will monitor submitted reports, advise where an incident meets the RIDDOR reporting threshold, submit any required notification to the Health and Safety Executive, and undertake or coordinate any incident investigation relating to RIDDOR as appropriate.

- Trends and significant incidents will be reported through appropriate school and Trust governance arrangements.

Asbestos

- The Headteacher, supported by the Premises/Site Manager and Trust operational leadership, will ensure asbestos is managed in accordance with the site asbestos management plan and register.
- Contractors and relevant employees must be provided with asbestos information before work that could disturb the fabric of a building.
- No employee may drill, fix into, or otherwise disturb building materials where asbestos status has not been confirmed.

Communication and Consultation

- The Headteacher and senior leadership team will ensure effective communication and consultation on health, safety and wellbeing. Each school will identify appropriate local arrangements for employee consultation and governance monitoring, including a health and safety link governor or equivalent where required by local governance arrangements.
- Employees must have clear routes for raising concerns and making suggestions.

Construction Work and Contractor Management

- The Chief Financial Officer retains Walton Multi Academy Trust executive oversight of significant estates and construction matters. Significant construction projects will be supported by the Penk Valley Chief Operating Officer and, where appropriate, the Penk Valley Health & Safety Manager, working with the relevant Headteacher, Premises/Site Manager and other appointed competent advisers.
- Duty holders under the Construction (Design and Management) Regulations will be identified and appointed as appropriate to each project.
- Contractors must be appropriately selected, inducted and provided with relevant site risk information.

Curriculum Areas

- Heads of Department/Curriculum Leads are responsible for suitable subject-specific risk assessments and controls in their areas, including Science, Design & Technology, PE and other higher-risk curriculum activities.
- Design & Technology workshop inspections for both schools are provided through the Staffordshire County Council service level agreement. Schools will act on inspection findings and maintain local records of actions and remedial work.

Display Screen Equipment

- The designated school operational lead will ensure DSE assessments are undertaken for employees who meet the relevant criteria and that reasonable control measures are implemented.

Educational Visits / Off-Site Activities

- The Headteacher retains overall responsibility for educational visits and will designate an Educational Visits Coordinator.
- Visits must be appropriately planned, risk managed, approved and recorded using the arrangements adopted by the school and Trust.

Electrical Equipment

- The Premises/Site Manager will coordinate fixed electrical installation inspection/testing, portable electrical equipment inspection and testing arrangements where required by risk assessment, and associated remedial actions.
- Employees must visually check equipment before use and remove defective equipment from service.

Emergency Preparedness and Business Continuity

- The Headteacher is responsible for local emergency preparedness and implementation of the Trust/school Business Continuity arrangements. Local instructions for fire, lockdown and other foreseeable emergencies must be documented, communicated to employees and tested or exercised at suitable intervals.

Fire Precautions and Procedures

- The Headteacher, supported by the Premises/Site Manager and other designated competent roles, will ensure a suitable fire risk assessment, evacuation arrangements, drills, maintenance, records and staff instruction are in place.

First Aid and Medication

- The Headteacher will ensure a suitable first aid needs assessment and sufficient trained first aid provision. Each school must maintain local arrangements for summoning emergency assistance, communicating first aid provision and recording treatment provided.
- The designated first aid/medical lead will coordinate first aid supplies, records and medication arrangements.
- Administration and storage of medication must follow the school's supporting pupils with medical conditions/medication arrangements.

Hazardous Substances (COSHH)

- Heads of Department and Premises/Site management are responsible for COSHH assessments and controls within their areas, using suitable specialist guidance where relevant.

Housekeeping, Cleaning and Waste Disposal

- All employees and pupils share responsibility for maintaining clean, tidy and hazard-free environments.
- The Premises/Site Manager will oversee site housekeeping, cleaning and waste arrangements, supported by relevant contractors and department leads.

Infection Control

- The Headteacher will ensure local infection control arrangements are maintained, with delegated operational management to an appropriate role.

Lettings

- The designated premises/lettings lead will ensure hirers receive appropriate health and safety information and have suitable arrangements for their activities, including emergency and first aid arrangements.

Lone Working

- Lone working will be managed through the Trust/school Lone Working Policy and suitable risk assessment.

Maintenance / Inspection of Equipment

- The Premises/Site Manager and relevant department leads will ensure work equipment is selected, maintained, inspected and tested as required.

Manual Handling

- Hazardous manual handling will be avoided where reasonably practicable. Where it cannot be avoided, suitable risk assessment, controls and training must be provided.

Personal Protective Equipment (PPE)

- PPE will be provided without charge where identified as necessary by risk assessment and where the risk cannot be adequately controlled by other means. Department leads and Premises/Site management are responsible for appropriate selection and maintenance in their areas.

Radiation

- Where ionising or other relevant radiation sources are used, Radiation Protection Supervisor support for both schools is obtained through the Staffordshire County Council service level agreement. Each school will maintain the required local arrangements and appointments and follow the advice of the competent radiation protection service.

Reporting Hazards or Defects

- Employees and pupils must report hazards, defects and dangerous situations promptly using the local school reporting route. Urgent hazards must be escalated immediately.

Risk Assessments

- Suitable and sufficient risk assessments will be maintained for significant risks, including premises, curriculum activities, events, contractors, fire, hazardous substances, equipment, manual handling and risks relating to individuals.
- Risk assessments must be reviewed when circumstances change, following relevant incidents, and at appropriate planned intervals.

Smoking and Vaping

- Smoking and vaping are prohibited on Trust school sites and in Trust/school-operated vehicles, subject to any specific lawful local arrangements.

Shared Use of Premises

- Where premises are shared with another employer or contractor or sports group, suitable arrangements must exist for cooperation, coordination and exchange of relevant health and safety information.

Stress and Employee Wellbeing

- The Trust and each school will support employee wellbeing through appropriate management arrangements, access to occupational health or other support where available, consultation and individual risk assessment where required.

Training and Development

- All new employees must receive a health and safety induction appropriate to their role and setting.
- Role-specific health and safety training requirements will be identified, recorded and refreshed as appropriate.

Vehicles and Vehicle Movement

- Each school will maintain local arrangements for any vehicles it owns, leases or operates and for safe vehicle movement on site. The Premises/Site Manager will coordinate local controls.

Violence, Aggression and School Security

- Each school will manage foreseeable risks of violence, aggression and unauthorised access through risk assessment, suitable site security, procedures, information and training. Incidents must be reported and investigated through local arrangements.

Water System Safety

- The Premises/Site Manager will coordinate water hygiene risk assessment, monitoring, testing, records and remedial actions using competent contractors/advisers as required.

Working at Height

- Work at height will be avoided where reasonably practicable. Where required, it must be planned, risk assessed, undertaken by competent persons using suitable equipment and subject to appropriate inspection.

Work Experience

- The designated Careers/Work Experience Lead is responsible for coordinating placement arrangements and ensuring suitable health and safety checks, information, induction and supervision arrangements, including for young people undertaking work experience on Trust premises.

Volunteers

- The designated school lead will coordinate volunteers. Volunteers must receive appropriate induction, information, supervision and training relevant to their activities and must comply with the health and safety arrangements applicable to the work they undertake.

Allergens

The Trust recognises that exposure to allergens can present a significant health risk and will ensure appropriate arrangements are in place to identify and manage foreseeable allergen risks affecting pupils, employees and visitors.

- Each school must retain, implement and regularly review its own Whole School Allergens Policy, reflecting the needs of its pupils, local catering arrangements, curriculum activities and site-specific risks.
- Relevant allergy and anaphylaxis information must be communicated to employees who need it, while respecting confidentiality and data protection requirements.
- Suitable individual healthcare and emergency arrangements must be maintained for pupils with known severe allergies where required.
- Food provision and catering arrangements must include appropriate controls for allergen information, cross-contact risk and communication with pupils, parents/carers and staff.
- Allergen risks must be considered in curriculum activities, educational visits, events, lettings and other activities involving food or potential allergen exposure.
- Emergency medication and response arrangements must align with the school's medical conditions/medication procedures and individual healthcare arrangements.

Local School Arrangements

The following local documents sit beneath this Trust policy and form part of the overall health and safety management framework:

- Walton High School: local Health & Safety arrangements/policy and supporting procedures, maintained and reviewed as part of an annual cycle and updated sooner where circumstances require.
- King Edward VI High School: local Health & Safety arrangements/policy and supporting procedures, maintained and reviewed as part of an annual cycle and updated sooner where circumstances require.
- Each school: Whole School Allergens Policy and other site-specific procedures, risk assessments and emergency arrangements.

Policy Review

This policy will be reviewed annually, or sooner where there is a significant change in legislation, Trust structure, activities, premises or risk. Local school arrangements will operate on an annual review cycle and must also be updated sooner where circumstances require. Operational changes to delegated duties may be implemented between policy reviews as described in Section C, with significant long-term changes incorporated at the next scheduled review point.