

JOHN TAYLOR MULTI ACADEMY TRUST



Health and Safety Policy

All JTMAT schools subscribe to Staffordshire County Council's Strategic H&S Service SLA and therefore schools use this model policy (or the previous version) adapted to reflect local context.

Implementation date: May 2017

Revised date: January 2026

Review date: January 2027

The school has a Health, Safety and Wellbeing policy which:

Health, Safety and Wellbeing Policy



Walton on Trent C of E Primary and Nursery School January 2026

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school. **Part E** - The Key Performance Indicators.

A. Introduction

B. This policy statement complements (and should be read in conjunction with) the School Health and Safety Policy. It records the local organisation and arrangements for implementing the Trust policy.

C. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Governing Body and Trust recognise and take responsibility

for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The 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 the premises or taking part in educational 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.

In addition to the above the school will ensure that so far as is 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 safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

 [Signature]	 [Signature]
Gareth Moss, Chair, JTMAT Board of Trustees	Mike Donoghue, CEO, JTMAT
September 2025	September 2025

D. Management Arrangements Walton on Trent C of E Primary and Nursery 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:

Competent Health and Safety Advice

<i>The school/academy obtains competent health and safety advice from</i>	Staffordshire H & S team
<i>The contact details are</i>	(01785) 355777
<i>In an emergency we contact</i>	Duty Officer on 01785 355777

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	Name: Mr Daniel Wildman/ Mrs Kathy Dingle
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body:</i> <i>An annual report to the governing body is provided using the Staffs template. An annual report to the Estates manager for the Trust is also completed. Daily and weekly monitoring is completed by the HT and caretaker with both formal and informal checks being made.</i> <i>The health and safety school governor also conducts a meeting with the HT roughly once per term. He is also a parent of the school so will visit school to speak with the HT.</i> <i>We buy in to a service level agreement with Derbyshire to provide the appropriate health and safety checks ie legionella, sports equipment and outdoor play equipment, fire etc</i>	
<i>The school/academy carries out formal evaluations and audits on the management of health and safety (frequency).</i>	
<i>The last audit took place</i>	Date: April 2021 Level 4 <i>By: Staffordshire Health and Safety Team.</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	Name: Mr Elliot McFarlane – Governor
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	

<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
<i>Fire alarm – weekly</i>	<i>Dave Collins</i>
<i>Legionella</i>	<i>Dave Collins</i>

E. Detailed Health and Safety Arrangements

Outdoor area/playground/ general walk rounds- daily and weekly- Dan Wildman, Kathy Dingle and Dave Collins

Fire exits, regular flushing, ladder checks, fire alarm, emergency lighting checks - Dave Collins

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

[https://education.staffordshire.gov.uk/School-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) or consult with your Health and Safety Adviser / Other Specialist Adviser. **1. Accident Reporting,**

Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents:</i> First aid book, monitored half termly the Office Admin, investigated by HT as appropriate and risk assessment completed for any accidents that require a specific post-accident assessment in place. Any accidents requiring hospitalisation are reported to RIDDOR.
<i>staff accidents:</i> Adult first aid book kept in admin office in filing cabinet. HT is informed of all accidents and investigation completed if required. Also reported to governor where relevant.
<i>visitor accidents:</i> Adult first aid book – as above
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> Dan Wildman/Kathy Dingle
<i>Our arrangements for reporting to the Governing Body or Academy Board are:</i> H & S report to governors and individual report to governor if required. Written by HT

Our arrangements for reviewing accidents and identifying trends are: Mrs Nikki Brindley and Mrs Jo Hinton T.A audits the accident book each term and completes an audit sheet of trends as appropriate. This is monitored by the H.T and investigated. Any recommendations are corrected as appropriate.

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name:</i> Mr Dan Wildman
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location:</i> Red box file
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> Sign in reception, Nikki Brindley, Dave Collins, Dan Wildman or Kathy Dingle share asbestos register with contractors and signs necessary documentation with an explanation of where main asbestos can be found, this includes all contractors exchange documents. R and D survey is requested where appropriate.	
<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> Annual briefing to staff plus updates as relevant.	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name:</i> Mr Dan Wildman
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Name:</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Our arrangements for communicating about health and safety matters with all staff are:</i> Annual briefing, plus relevant updates in staff meetings and inset days.	

Staff can make suggestions for health and safety improvements by: contacting Dan Wildman, Kathy Dingle or directly or the H & S Governor, Elliot McFarlane. JTMAT the Estates Manager, also visits the school regularly and is contactable by staff if required.

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.

Name: Mr Dan Wildman/Mrs Kathy Dingle supported by Estates Manager

Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Appropriate external advice sought from surveyor, building regs etc. All relevant paperwork completed with contractors. Reviews in place during the project. Relevant paperwork received from contractors i.e method statements, risk assessments and reviewed. Regular checks by the HT on work being completed to an acceptable standard following health and safety expectations.

Duty holders will be identified and named as part of any Construction project.

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Site meeting with

Dave Collins, Nikki Brindley, Dan Wildman/Kathy Dingle and contractor to exchange key information and agree monitoring arrangements.

Our arrangements for the induction of contractors are: Business Officer, Nikki Brindley or Mr Dan Wildman/Mrs Kathy Dingle, HT completes contractors work form with contractor.

Staff should report concerns about contractors to: Mr Dan Wildman/MRs Kathy Dingle

We will review any construction activities on the site by: Completing contractors work form and regular monitoring check from H.T or Business Officer. End of work review is also completed.

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name:</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name</i> None currently in place
<i>Our arrangements for consulting with staff on health and safety matters are:</i> Staff meeting time, email updates as relevant, documentation uploaded to My Concern local policies and procedures.	
<i>Staff can raise issues of concern by:</i> Reporting to Mr Dan Wildman/Mrs Kathy Dingle and or/ Nikki Brindley or the H & S Governor direct if matter are not resolved within school direct.	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name:</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Our arrangements for selecting competent contractors are:</i> Through recommendations initially; JTMAT schools and central team, Derbyshire County Council recommended contractors or contractors who have worked with the school previously. Informal references are gained if new to the school from a reputable contact.	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> Site induction meeting with Dan Wildman/Kathy Dingle and or Nikki Brindley including DBS and identification check. Requested documents are in place prior to starting work and stored securely by AS.	
<i>Our arrangements for the induction of contractors are:</i> See above	
<i>Staff should report concerns about contractors to:</i> Mr Dan Wildman/Mrs Kathy Dingle	

7. Curriculum Areas – Health and Safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> Mr Dan Wildman/Mrs Kathy Dingle	<i>Head of Dept. or Curriculum Lead Name</i> See below table
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s)</i> Subject leaders under the direction of the HT

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

<i>The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> Annual review for those staff who DSE assessment applies to.	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name:</i> Nikki Brindley
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name:</i> Nikki Brindley

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name:</i> Mrs Megan Matthews
<i>Our arrangements for the safe management of EYFS are:</i> Day to day management is by EYFS Lead. Monitored by Mr Dan Wildman/Mrs Kathy Dingle. Regular meetings and updates as appropriate. Risk assessments in place for the EYFS environments including outdoor area. Monitoring form in place for checking the outdoor area weekly.	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name:</i> Mr Dan Wildman
<i>The Educational Visits Coordinator is</i>	<i>Name:</i> Mr Dan Wildman
<i>Our arrangements for the safe management of educational visits:</i> Risk assessments are completed on Evolve for school trips. Also risk assessment file in HT room with specific risk assessments included. Updated annually and signed by staff.	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name:</i> Nikki Brindley
<i>Fixed electrical wiring test records are located:</i>	Red box in the school office and on the Staffordshire portal
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> Must be PAT tested Agreed with HT prior to use	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name:</i> Nikki Brindley/Dan Wildman/Kathy Dingle
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name:</i> Nikki Brindley
<i>Portable electrical equipment (PAT) testing records are located:</i>	Red box in the school office
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name:</i> Nikki Brindley/Dan Wildman/Kathy Dingle

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

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Name:</i> Dan Wildman/Kathy Dingle
<i>The Fire Risk Assessment is located</i>	Red box file/admin office
<i>When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	<i>Name</i> Nikki Brindley/ administrative support Yes, monitoring station number is 01757 213637
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Name</i> Nikki Brindley/Dave Collins
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Name:</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location</i> Red box file and displayed in classrooms
<i>Our Fire Marshals are listed</i>	<i>Location</i> Red box file Daniel Wildman, A Claxton , Kathy Dingle
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location</i> Red box file
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name:</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>The First Aid Assessment is located</i>	<i>Location</i> H & S file red box
<i>First Aiders are listed</i>	<i>Location</i> First aid room door and staffroom
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Location of First Aid Box</i>	Disabled toilet / Owls classroom/ Badgers classroom and mid-days have personal first aid kit 'bum bags' on their person at lunchtimes. Also one in admin office
<i>Name of person responsible for checking & restocking first aid boxes</i>	Mrs Jo Hinton
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	Admin support/business officer contacts parent/next of kin Staff member as appropriate accompanies to hospital
<i>staff</i>	As above
<i>visitors</i>	Individual case assessed and responded to separately if contact details available.
<i>Our arrangements for recording the use of First Aid are</i> Staff member who dealt with the incident. Checked by Mr Dan Wildman/Mrs Kathy Dingle if of a more serious nature.	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	Robyn Bottrill
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i> Please see separate forest school file in school. This includes handbook, risk assessments, arrangements for use of Spinney – most documentation also available on the FS page of the website.	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>Date and Location</i> 20 th June 2014 Red box file – work updated August 2020 to ensure all actions were complete DCC completed work

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	Kindred cleaning company for cleaning materials Mr Dan Wildman/Mrs Kathy Dingle for substances in school
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i> Kindred cleaning & Dave Collins (caretaker) manage the appropriate chemicals for use. Cupboard is kept locked at all times. <i>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location</i> Staff room
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are:</i> Rainbow Waste	
<i>Our site housekeeping arrangements are:</i> Cleaner is Sharron, Kindred contractors	
<i>Site cleaning is provided by:</i>	<i>Name and contact details</i> Kindred
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i> Yes	
<i>hazardous substances</i> Yes	
<i>Waste skips and bins are located away from the school/academy building.</i> Yes	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i> Yes	
<i>Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i> Yes	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name</i> Nikki Brindley
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> Follow the HSE infection and illness guidance, keep updated with Government guidance and relevant notifications, use expertise across JTMAT.	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name</i> Mr Dan Wildman
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<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</i> No lettings currently in place.
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.</i>
<i>Hirers must provide a register of those present during a letting upon request.</i>

21. Lone Working

Our arrangements for managing lone working are: Risk assessment in place. Staff let Mr Dan Wildman/Mrs Kathy Dingle know if in school as lone worker and start and finish times. Also to inform their own contact at home of their location. There are no regular lone workers.

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

<i>NOTE Types of equipment to consider in this section:</i> <i>Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.</i> <i>This section must include the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name</i> Nikki Brindley maintains and liaises with contractors to book in compliance testing
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location</i> Red box file
<i>Staff report any broken or defective equipment to:</i>	<i>Name</i> Nikki Brindley
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:</i>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Our arrangements for managing manual handling activities are:</i> Risk assessment in place, individual risk assessments if required, staff briefing on manual handling plus online training course completed for most staff	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>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 staff).</i>	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	<i>Name</i> Nikki Brindley/ admin staff
<i>Our arrangements for the administration of medicines to pupils are:</i> Prescription medication only, consent forms completed for all medication given, medication kept in secure storage.	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	A Claxton J Hinton
<i>Medication is stored:</i>	<i>Location:</i> Staffroom Fridge in locked box/admin office locked cupboard

<i>A record of the administration of medication is located:</i>	<i>Location</i> Admin office
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by the headteacher and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> Care plans in place completed by parent and stored in school office, reviewed annually or when a change is required. <i>If other emergency then follow 999 advice and keep a log of actions</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

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

<i>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.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Name</i> Nikki Brindley
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>equipment (PPE) for pupils.</i>	

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 pupil PPE.

Name Class teachers or T.A of the child requiring PPE *if one to one*

26. Radiation

Name of the school/academy Radiation Protection Supervisor (RPS)

Name N/A

Name of the Radiation Protection Adviser (RPA)

Name N/A

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.

Our arrangements for the reporting of hazards and defects: Report directly to Mr Dan Wildman/Mrs Kathy Dingle/Nikki Brindley

28. Risk Assessments

The school/academy 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 staff, pupils and other who may be exposed to the risk. Care plans in place for those children. Whole school allergies/first aid in each class room/staff room/ headteachers office and admin office.

<i>Risk assessments are in place for the following areas:</i> Premises and grounds Classroom areas Hazardous activities or events Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues Forest school spinney Pond and garden area Therapy dog Swimming lessons P.E Activities Behavioural needs Fitness equipment	
Security gates Individual children	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> Annual review with appropriate staff or when a change is required	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

29. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.

30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	Name N/A
<i>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	Name N/A
<i>Our arrangements for managing health and safety in a shared workplace are:</i> N/A	

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	Name Mr Dan Wildman/Mrs Kathy Dingle
<i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</i> Risk assessment in place, Oc Health and counselling service offered, positive culture, part of the Derbyshire Health & wellbeing in the work	
place which includes annual health checks. Wellbeing procedure, Wellbeing discussion as part of P.M reviews with H.T. The mental health first aiders in school are Mr Dan Wildman (completed).Wellbeing Award achieved April 2026	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	

A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date January 2026

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>Name</i> N/A
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i> N/A	
<i>Staff operating the swimming pool have received appropriate training and information.</i> N/A	
<i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i> N/A	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i> N/A	

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> Induction for new staff and volunteers, annual briefing for all staff, email updates as relevant, training matrix completed for staff development needs, proactive and responsive to staff needs and requests	
<i>The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	

<i>Training records are retained and are located:</i> H & S file contained in safeguarding training file	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle <i>Courses recorded on Walton School Training Matrix</i>

34. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Name</i> N/A
<i>The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List</i> N/A
<i>Name of person who manages the driver medical examinations</i>	N/A
<i>Name of person who manages the vehicle license requirements</i>	
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	N/A
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	N/A
<i>Our arrangements for the safe use of school/academy vehicles are:</i> N/A	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name</i> Mr Dan Wildman
<i>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times due to security gates controlled by office, speed limits, segregation vehicles from pedestrian areas, arrangements for deliveries via security gates.</i>	

36. Violence and Aggression and School/Academy Security

<i>The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Name</i> E McFarlane H & S Governor
<i>Name of person who has responsibility for site security:</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Our arrangements for site security are:</i> Sharron Beech unlocks and Laura Blunn/Natasha Stevens locks up, controlled security gates and CCTV are fitted to entrance security of premises and staff. School is alarmed and secure with good quality high fencing.	

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name</i> Dave Collins
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name</i> HSL
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name</i> HSL
<i>Location of the water system safety manual/testing log</i>	<i>Location</i> Cleaners cupboard
<i>Our arrangements to ensure contractors have information about water systems are:</i> Meeting with Mr Dan Wildman/Mrs Kathy Dingle	

Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Meeting Mr Dan Wildman/Mrs Kathy Dingle prior to any work.

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i> Risk assessment for working at height and staff reminded to only use step ladders provided. Training provided	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept (Location)</i>	

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i> Mr Dan Wildman/Mrs Kathy Dingle and class teacher as mentor	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy</i> overseen	<i>Name</i> D Wildman completes induction by <i>premises:</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are:</i> Induction paperwork completed from school providing work experience induction completed with Mr Dan Wildman/Mrs Kathy Dingle, meeting with work experience provider to exchange details.	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Name</i> Mr Dan Wildman/Mrs Kathy Dingle
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

E. Health and Safety Key Performance Indicators (KPI's) It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

A: Policy and Organisation

- All H & S policies reviewed annually and approved by governors within required timelines

B: Operational Control

- Continue 100% of statutory H & S checks completion on schedule

C: Risk Assessment

- Staff to contribute effectively to relevant risk assessments

D: Communication

- Health and safety is a regular agenda item in briefings and staff meetings which staff are encouraged to contribute to.

E: Training and development

- Training needs are identified half termly using the training matrix and included in induction

F: Culture

- Health and safety is part of performance management for all staff

G: Incident and Accident monitoring

- All reportable incidents are submitted and evaluated within statutory timeframes.
- Trends monitoring is included in termly briefings and staff meetings

H: Emergency preparedness

- Comply with Martyn's Law when statutory
- Annual refresher on emergency procedures to all staff

I: Employee Health and Well Being

- Communicate Trust's Well-being provision when approved.
- All staff know who and how to access support.

J: Monitor and review

- Health and safety committee to meet termly.