



Walton Hall Academy

Health, Safety & Wellbeing Policy



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1.0 Statement of Intent

The Academy Council is fully committed to providing a safe and healthy environment for all staff, pupils and visitors. They will strive to further improve health, safety and wellbeing within the academy by ensuring all personnel contribute positively towards the thriving health and safety culture at Walton Hall.

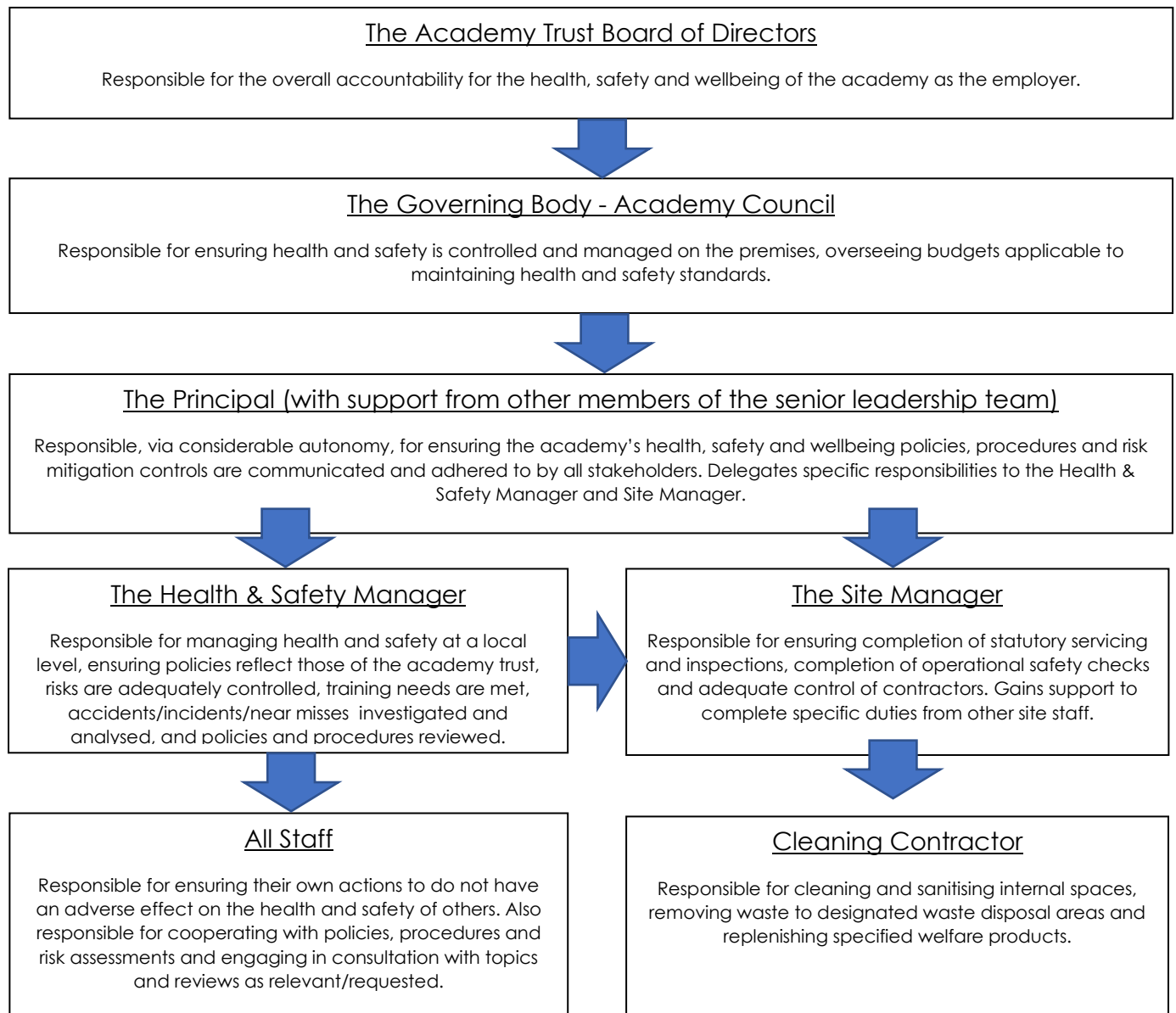
The management system that is implemented within the academy ensures compliance with current and relevant legislation, regulations and guidance (including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999) and that risks are mitigated, so far as reasonably practicable, to an acceptable level. This includes providing a safe working environment, safe and maintained plant and equipment, sufficient information and training, safe access and egress, adequate welfare facilities, wellbeing support and provisions, as well as safe use, storage and handling of hazardous substances. It also ensures the safety of all academy activities that take place off site as well as ensuring that all non-employees are not adversely affected by academy activities.

The management system is scrutinised externally in the form of an audit by the Staffordshire County Council Health, Safety and Wellbeing Service, as well as internally with the use of self-audits and evaluation checklists. These processes generate actions to be implemented for which to make further improvements to health, safety and wellbeing within the academy.

The following sections of this policy outline the organisation and arrangements of health and safety of the academy.

2.0 Organisation

2.01 Health and Safety Staffing Structure Overview



2.02 Organisational and Staff Responsibilities

- The Academy Trust Board of Directors

The overall responsibility for health, safety and wellbeing rests with the academy trust, The Shaw Education Trust Board of Directors. They have appointed a committee from the Academy Council who take on the responsibility of health, safety and wellbeing as premises occupants.

- The Academy Council

The Academy Council is responsible for ensuring that health, safety and wellbeing is being controlled and managed within the academy to a sufficient level. The Finance, Risk, Audit and Resource Committee hold termly meetings and discuss health and safety performance with the aid of Key Performance Indicators (KPIs) as indicated in section 4.0 of this policy, as well as make plans for improvements, sanctioning funding where applicable and appropriate.

The Academy Council ensures that all personnel who hold a significant responsibility relating to health and safety are competent to carry out their roles, and that any training requirements are met.

Any policies relating to health and safety, including this policy, are ratified by the Academy Council prior to them being distributed to and communicated with other relevant stakeholders. The Academy Council ensures that there are sufficient arrangements in place to ensure the policies are implemented into day-to-day running of the academy e.g. sufficient competent staff and adequate funding/budgets.

A Health and Safety Link Councillor has been appointed, who takes on the role of overseeing health, safety and wellbeing practices within the academy, and feeding information back to the Academy Council. He meets regularly with the Health and Safety Manager to discuss issues, topics and improvements so there is a consistent flow of information between academy staff and the Academy Council.

- The Principal

The Principal is responsible, via considerable autonomy, for ensuring the academy's health, safety and wellbeing policies, procedures and risk mitigation controls are communicated and adhered to by all stakeholders, and gains assistance and support from members of the Senior Leadership Team as well as other key members of staff in which specific duties and responsibilities are delegated, including the Health & Safety Manager and Site Manager. The Principal delegates duties to these staff members but still holds overall accountability for the management of health, safety and wellbeing within the academy.

The Principal ensures arrangements are made to provide suitable training for staff members who have specific health and safety duties, and ensures any training is refreshed at relevant intervals.

The Principal oversees the completion of health and safety related policies, annual self-audits and annual self-evaluation checklists as well as fully cooperating with

external audits undertaken by the Staffordshire County Council Health, Safety and Wellbeing Service.

- The Senior Leadership Team

The Senior Leadership Team comprises of the Principal, Vice Principal, Head of Care and Key Stage Managers. Their job in relation to health and safety is to actively contribute, assess, plan, implement and evaluate risk assessments and policies to support to the day-to-day running of health, safety and wellbeing within the academy and to take on specific responsibilities as delegated by the Principal.

The Head of Care in particular takes on the responsibility of the day-to-day running within the residential setting to ensure that health and safety is managed suitably. The Head of Care gains support and assistance from the Senior Residential Support Workers, and delegates tasks to them as necessary.

- The Health & Safety Manager

The Health & Safety Manager undertakes the task of ensuring all risk assessments, which includes individual pupil and staff support risk assessments, are reviewed by the necessary members of staff at relevant intervals, and that any new activities are suitably risk assessed with sufficient controls put in place.

The initial completion and subsequent review of this policy is completed by the Health and Safety Manager and approved by the Principal prior to it being ratified by the Academy Council via the Finance, Risk, Audit and Resource Committee.

The Health & Safety Manager takes the lead role in the completion of the annual self-audit and annual self-evaluation checklist. He requests input from other members of staff to complete these such as members of the Senior Leadership Team, Site Manager and subject leads, and creates action plans for improvements from these; these are also approved by the Principal, or a nominated member of the Senior Leadership Team, and copies emailed to the Staffordshire County Council Health, Safety and Wellbeing Service and Shaw Education Trust Estates team.

The Health & Safety Manager takes the lead role of reviewing, investigating and analysing reported accidents to identify root causes and trends so necessary controls can be implemented, as well as compiling termly reports which are presented to and discussed with the Finance, Risk, Audit and Resource Committee to report on any matter relating to health and safety. Regular meetings with the H&S Link Governor aids the ongoing communication link between academy staff and the Academy Council.

- The Site Manager

The Site Manager is responsible for the management of the premises and takes on the responsibility of ensuring that all relevant statutory compliance practices and operational control processes are completed. Examples of these include water hygiene compliance, control of contractors, fire alarm system servicing and testing and fire-fighting equipment servicing. The Site Manager delegates routinely checks to the other members of the Site Team as required, and arranges for specialist contractors to carry out services and inspections as necessary to comply with relevant

and current legislation. The Site Manager works within a budget in which statutory servicing, maintenance and planned improvement works are funded.

The Site Manager liaises with the contract cleaning company, in relation to cleaning and sanitisation of the academy, as well as safe disposal of general waste and replenishment of relevant welfare products.

- Cleaning Contractor

The duties of the cleaning staff involve ensuring the academy's housekeeping is kept to a sufficient level to avoid risk to health and safety. This includes emptying of rubbish and recycling bins to keep waste within the buildings to a minimum, cleaning and sanitisation of toilets and washroom facilities, keeping welfare facilities hygienic and to ensure all other areas of the academy are kept as free from dirt and germs as far as reasonably practicable. Daily routines and working areas ensure that all areas of the academy benefit from a general clean at regular intervals and a deep clean as required.

There are two main kitchens within the academy; one in key stage 3 and one in key stage 5. The kitchen in key stage 3 is run by an external catering company who employ their own staff whose responsibility it is to keep the kitchen clean and tidy. The kitchen in key stage 5 is run by the academy who employ one member of staff whose responsibility it is to keep the kitchen clean and tidy.

- All Staff Members

Every member of staff within the academy holds a responsibility towards health, safety and wellbeing by ensuring their actions and activities they carry out do not have an adverse effect on the health, safety and wellbeing of themselves or others. They have a legal responsibility to cooperate with local policies and procedures. It is their duty to report any issues or defects to relevant parties as they find them. The vigilance and meticulous nature of all staff members in relation to health, safety and wellbeing is a vital part of the health and safety culture within the academy and requires positive input from each member to ensure the academy remains as safe as it can do for all pupils, staff and visitors. All staff are expected to have an input into the risk assessment process as requested, and suggest control measures to reduce the level of risk within the academy.

3.0 Arrangements

3.01 Academy Farm

There are risk assessments in place, which are reviewed annually or sooner if required, for the academy farm which covers all activities, fire and environmental hazards on the farm. Arrangements also include control measures for infection control, for example, the procedures for changing footwear and wearing protective over-clothes whilst working on the farm, hand washing procedures and facilities for sanitisation of animal pens and enclosures. The Farm Manager is responsible for ensuring H&S procedures are adhered to for the farm and related activities.

3.02 Accident and Incident Management

Any accident that occurs on site involving injury to a pupil, staff member or visitor is reported online (forms/links to forms can be found on the Health and Safety Team on Microsoft Teams). All staff and visitor accidents are recorded online on the 'My H&S' site, as are potentially serious pupil accidents. Near misses and significant violence, aggression and challenging behaviour incidents are also recorded using the same method. Minor pupil accidents and minor violence and aggression incidents are recorded on separate forms. Incidents are investigated by the Health and Safety Manager or SLT as necessary with the assistance of relevant staff members, actions carried out and risk assessments reviewed as identified. Any accident occurring off-site involving staff members or pupils are also recorded. Incidents are investigated internally, and the Staffordshire County Council Health, Safety and Wellbeing Service (SCC HSW) investigate as required – SCC HSW also report to the Health and Safety Executive (HSE) in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) on our behalf where applicable. Further details can be found within the SET Accident and Incident Management policy.

3.03 Administration of Medication

The academy has very precise and robust systems in place for the storage and administration of medications. All items are administered by trained staff or the academy Nurse, counter checked for accuracy and recorded. Controlled drugs are stored in accordance with the Control of Drugs Act, and transported in accordance with local arrangements. All medication, including inhalers, are signed in and out when transported, including when pupils attend off-site educational visits.

The emergency inhalers that are situated in key areas around the site are checked monthly by a relevant member of staff to ensure they are in-date, clean and in full working order.

For such rescue medications as auto injectors/Epipens, Buccal Midazolam and other controlled drugs, a care plan is completed by the academy nurse detailing procedures to follow to administer, agreed and signed by the parent/carer. Necessary staff receive relevant training.

3.04 Adverse Weather

The academy will use a risk assessment process during hot weather (premises internal risk assessments) to highlight any potential risks that may be present during and identify controls to alleviate certain risks such as ensuring suitable ventilation, additional fans, cool drinks being readily available and planning lessons and activities outside where

appropriate. During winter months, the site team-monitor weather conditions, and assess each morning whether or not to implement the gritting policy. They will use a commonsense approach to gritting, e.g. by only gritting areas that need it. The site team will grit key areas as necessary before 8:45am. These areas include the main route(s) into each building, the main routes between buildings, car parks and pupil drop off points. Paths to/from the farm will be grit after main routes, which may be after 8:45am. Playgrounds and play areas will only be grit if SLT request it, if not then pupils will be kept indoors during break times if it's deemed unsafe to use the play areas. All other areas of the academy i.e. drives and lesser-used walk-ways will remain un-gritted unless otherwise requested by a member of staff or a significant risk identified. In the event of snow, the above procedures will be followed but snow will be cleared prior to gritting. More details can be found in the academy's Gritting Policy and the SET Adverse Weather policy.

3.05 Armed Intruder, Terrorist Attack or National Emergency Procedures

If the academy is involved in an incident relating to an armed intruder, terrorist attack or national security threat, then the academy will do everything in its power to ensure the safety of pupils, staff and visitors. The academy will follow advice from the emergency services and act appropriately and dynamically as necessary. The academy will endeavour to contact parents/carers of pupils as often as possible through the best available outlet at the time. More details can be found in the academy's Lockdown Procedures Policy.

3.06 Asbestos Management

The asbestos management survey/arrangements manual is maintained annually by the Staffordshire County Council Asbestos Team following an inspection or by the Site Team if any changes occur in the meantime. Asbestos is also visually checked for defects by the Site Manager annually. The manual is stored in the reprographics room in KS3 and is the responsibility of the Site Manager to ensure that all contractors consult the manual before any intrusive works commence. Any contractor works are subject to a hazard exchange form being completed, and where applicable an intrusive works assessment to be completed. Further details can be found within the SET Asbestos Management policy.

3.07 Bomb Threats and Suspect Packages

In the event of someone within the academy receiving a bomb threat, whether this is over the phone, via email or in person, staff must remain calm, try and retain as much information as possible, writing down details if possible, and contact the emergency services – a colleague can make contact if a caller remains on the phone line. Actions to follow remains fluid and the safest way to proceed is determined using information gained. It may safer to evacuate a building or the site, or it may be safer to remain indoors and 'invacuate'.

In the event of obtaining a suspect package, the package must remain where it is until advice is sought. The area needs to be cleared of all personnel; a minimum distance of 500 metres is required. It is important to inform people to evacuate calmly; the fire alarm must not be activated.

More details can be found within the SET Bomb Threats and Suspect Packages policy.

3.08 Business Continuity Plan

The academy has a Business Continuity Plan (BCP) in place which is reviewed annually or sooner if relevant changes occur within the academy. The plan has the names and numbers of key personnel on the front and acts as a directory which can be used if an event occurs that jeopardises the academy's ability to continue functioning, e.g. if a fire caused detrimental damage to a building. The directory includes the C.E.O. of the Shaw Education Trust, the Chair of the Academy Council and the Principal, amongst others. The plan also has a list of key resources/procedures to be recovered in priority order, alongside a list of key stakeholders to assist in each process. Please see the BCP for further details, available via key members of staff and the Academy Council.

3.09 Code of Conduct (Staff and Volunteers)

Code of conduct relates to maintaining professionalism in relation to behaviour, dress code, language, appropriate relationships with pupils, smoking, alcohol/substance use, online activity, photography and confidentiality amongst other such topics. Staff are reminded often about professionalism within their roles as academy representatives. All staff are expected to present themselves with professional integrity, and as such receive reminders during training sessions and briefings, as well as all staff receiving initial information during their induction.

Volunteers receive an abbreviated form of induction which details expectations relating to their professional conduct.

Contractors are informed about conduct whilst working on site during the hazard exchange process prior to work commencing, with points being reinforced during regular site meetings.

Further details can be found within the SET Code of Conduct (Staff and Volunteers) policy.

3.10 Colleague Wellbeing and Stress

There are various tools used and strategies in place to minimise staff stress and to promote wellbeing across the whole staff team. Workloads, personal and professional relationships, working patterns, expectations and conduct are all considered on a daily basis. The academy operates an open-door policy, where staff can speak with SLT, line managers or managers at any time regarding concerns they may have, or where they can seek advice and ask questions. Decisions are open for consultation and opinions are listened too and considered. Managers operate a non-judgmental support system and show a professional degree of empathy when discussing topics with staff.

Staff are expected and encouraged to support colleagues, and to assist them to seek help and advice where needed. Staff teams are supported by way of risk assessments which consider specific stresses within similar roles. Individual risk assessments are completed where appropriate for staff working with a health condition, following a long period of absence, following an operation or whilst recovering from an injury.

All staff have access to health and wellness services through Education Mutual. A range of services are available including physiotherapy, a 24-hour GP service and counselling, and are all confidential with no involvement from the academy.

Staff appraisals are carried out with every member of staff on a termly basis, and offer

the opportunity to formally discuss attitude, aptitude and functional capability. During the process, future support can be discussed, and future actions determined; this may include professional development opportunities and talent management. Further details can be found within the SET Colleague Wellbeing and Stress Management policy.

3.11 Confined Spaces

Walton Hall Academy staff do not access or carry out work within confined spaces. In the unlikely event that work within a confined space was required, this would be carried out by appropriate competent contractors who hold relevant training, or by competent site staff under the adherence to a stringent risk assessment which would be completed prior to each specific task. All controls relating to confined space works would be documented on hazard exchange forms, risk assessments and method statements as appropriate.

Working in confined spaces would also be carried out in accordance with SET policy – see the SET Confined Spaces policy for further details.

3.12 Control of Substances Hazardous to Health

The Health and Safety Manager is responsible for ensuring that all staff receive information regarding the academy's COSHH (Control of Substances Hazardous to Health) procedures.

Material Safety Data Sheets for chemicals on site are stored on the H&S Team on Microsoft Teams, and these are used by the Health and Safety Manager to aid the risk assessment process of hazardous substances. The risk assessments document controls used to mitigate the risk to health and safety whilst storing and using hazardous substances. More details can be found within the SET Control of Substances Hazardous to Health policy.

3.13 Coping with a Crisis

The academy follows the procedures as set out in the Staffordshire County Council's policy for Coping with a Crisis. This policy should be used in conjunction with the academy's Business Continuity Plan (BCP). The Coping with a Crisis policy gives details of immediate actions to be taken, e.g. obtaining information, informing the support contacts (the directory on the front of the BCP can be used), dealing with media and contacting the families of pupils who were involved. It also gives details of medium-term actions such as arranging support and developing a plan for responding to feelings and reactions of the academy community, as well as long term actions such as returning to academy routines as soon as possible, identifying appropriate support and organising long term counselling. The academy's insurance company, Education Mutual, offers access to services such as counselling for no additional cost, and can be utilised by any member of staff as necessary. Further details can be found in Staffordshire County Council's policy for Coping with a Crisis

3.14 Curriculum Safety

All areas of the academy including classrooms and specialist teaching rooms have been risk assessed as part of the academy risk assessment process. These assessments inform the judgements of staff involved and help to ensure the maximum welfare and safeguarding of all students in their care. Where recommended, staff attend specific

training before an activity is undertaken with pupils if possible, or training planned at the earliest opportunity. Specific external information and advice is sought as necessary, including AfPE (Association for Physical Education) guidance for PE lessons, DEFRA (Department for Environment, Food and Rural Affairs) advice for farm activities and CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) guidance for science lessons – relevant staff are familiar with how to access this information. Further details can be found in individual subject/activity risk assessments.

3.15 Display Screen Equipment (DSE)

The Health and Safety Manager emails all staff periodically (new staff during the health and safety induction process, and all staff annually) with information regarding DSE. Line managers will identify DSE users in their teams, ask them to undertake DSE training and complete a DSE self-assessment. The self-assessment highlights any issues with DSE use and allows controls to be implemented to reduce the risk to health and safety. Any issues with DSE that are highlighted during the process should be discussed and controlled by line managers initially; further advice and support can be obtained from the H&S Manager if required. Further details can be found within the SET Display Screen Equipment (DSE) policy.

3.16 Educational Visits and Learning Outside of the Classroom

All educational visits are thoroughly risk assessed and sanctioned via the EVOLVE system. The EVOLVE coordinator, Principal and Vice Principal are responsible for approving completed EVOLVE submissions prior to any trip commencing. Higher-risk visits are verified by a senior educational visits advisor at Staffordshire County Council. Activities, premises, pupils' medical conditions, emergency planning, minibus travel, pupil behaviour and personal care are considered during the risk assessment process for off-site trips, amongst other relevant points.

There is a separate policy in place for visits to local areas (i.e. areas of Eccleshall, Stone and Stafford) which negates the need to complete a full EVOLVE submission for such visits, so long as procedures and controls within the policy are adhered to by competent staff leading/supporting the visits.

3.17 Electrical Safety

It is the responsibility of the Site Manager to ensure all portable electrical equipment within academy is PAT tested at regular intervals. This is undertaken by an accredited and qualified contractor with results recorded and kept in the site office. The site team are also qualified to undertake PAT tests, and test any portable equipment brought into academy in between full site tests before allowing items into circulation. NB: staff or pupils are not allowed to bring in electrical items unless authorised by a member of the Site Team or the Senior Leadership Team.

Fixed electrical circuits and fixed electrical appliances are tested by an accredited and qualified contractor every 5 years and actions from these are completed on a priority basis. Records for these are also held by the Site Manager. Any relevant works

carried out by electrical contractors are certificated as appropriate and these are held by the Site Manager.

In accordance with local risk assessments, visual checks of electrical appliances are carried out by the user prior to use, and any defects reported to the Site Team. Further details can be found within the SET Electrical Safety policy.

3.18 Fire Safety

The academy fire risk assessment is carried out by the Staffordshire County Council Health, Safety and Wellbeing service annually. All teaching/residential areas are risk assessed and any recommendations are acted upon within specified timeframes. The assessment is reviewed in between full reviews by site staff if any changes occur that affect fire safety. Maintenance of all fire precaution and fire-fighting equipment is the responsibility of the Site Manager, however this is contracted out to external contractors. Routine testing of our fire alarm systems is carried out weekly by a member of the Site Team and any faults identified are reported to an external contractor to rectify. Fire evacuation procedures are reviewed regularly by the H&S Manager, Fire Marshals and Senior Leadership Team (SLT) and Personal Emergency Evacuation Plans (PEEPs) are completed and reviewed for pupils who require additional support. All PEEPs are tested frequently with regular (termly as a minimum) fire drills. Key staff have received suitable training for their roles e.g. fire safety management, risk assessment and fire marshal training, and all staff have received basic fire training; it is the responsibility of the H&S Manager to ensure this training is refreshed at relevant intervals. Fire risks posed by external contractors visiting site are assessed and controlled as part of the hazard exchange process as carried out by the Site Manager/Site Team prior to works commencing. Further details can be found within the SET Fire Safety policy.

3.19 First Aid

A first aid provision risk assessment has been completed to ensure adequate arrangements and provisions are in place. The academy has trained first aiders on site, and all other staff members have the opportunity to complete a basic first aid course to supplement first aid cover. NB: first aiders work in various locations of the academy so there is sufficient coverage across site at all times of the day and night. The academy also has dedicated staff trained as mental health first aiders; these staff are either trained in mental health first aid for children or for adults. The Site Manager is responsible for making arrangements to check and order first aid supplies and equipment used in all first aid boxes/bags including those in minibuses and ensuring all first aid boxes/bags are replenished as necessary. All pupils with a medical risk have care plans situated within their medical file. Personal items such as asthma inhalers should be freely available within the setting. Class teachers are responsible for ensuring that such items are kept in-date and available within the setting. Responsibility for the provision of first aid training resides with the SLT/H&S Manager. The academy has one defibrillator on site, which is stored in the reprographics room within the key stage 3 building; there are signs around site advising of its location. Some members of staff have received training of how to use this, however the machine

gives verbal instructions of how to use it so training is not essential. The machine automatically detects when a shock is needed and therefore cannot be used unless it is necessary. The machine is also self-testing so it does not need maintenance or servicing; the condition of it is checked and recorded daily by a member of the site team, and the best-before-date of the chest pads are checked and renewed as necessary. Further details can be found within the SET First Aid policy.

3.20 Forest schools

Pupils at Walton Hall have opportunities to participate in forest school activities such as den building, setting up tents, lighting campfires, using tools, using slack lines, amongst other such activities. Activities are led by qualified/competent staff and supported by other academy staff.

There is a thorough risk assessment in place which staff and pupils adhere to that details risk mitigation controls for all aspects of forest schools, and considers first aid arrangements, fire safety, environmental and activity-based hazards.

As well as using the vast grounds and woodland areas of the academy site, there is a designated outdoor education area where items such as tents and dens can be safely left in situ ready for the future sessions. Forest school is carried out as part of the wider outdoor education curriculum.

3.21 Gas Safety

There is no mains gas supply on site at Walton Hall. There are two small propane tanks supplying the key stage 3 science room and, and two large tanks supplying the key stage 5 boilers. Site staff and science teaching staff (in the case of the science room supply) are familiar with procedures for turning on/off the supply, and emergency procedures to follow in the event of a potential gas leak.

The propane tanks in each area are secured within a locked cage/compound, and only authorised staff have access. The tanks are visually inspected each month to check for evident defects by a member of the site team, with records held. The supply to the science room is subject to annual servicing and inspection by a competent contractor, and the key stage 5 supply is subject to 6 monthly servicing including pressure testing of all pipework.

There is currently a SET Gas Safety policy in development which will detail gas safety in more detail.

3.22 Glass and Glazing

All glazing on site has been assessed by Staffordshire County Council to check for compliance with current glazing regulations.

Any repair and replacement of any glazing on site is the responsibility of the Site Manager. The premises internal risk assessments and classroom H&S audits ensures that any issues with glazing, doors and windows are highlighted, and all staff are aware of how to report defects they note in the interim.

All vision full-height vision panels are highlighted using glass decals/stickers if not already highlighted with wire within the makeup of the glass panel (Georgian wired glass).

Further details can be found within the SET Glass and Glazing policy.

3.23 Health and Safety Advice

Initial advice should be sought from the H&S Manager, Site Manager or a member of SLT. Further advice or clarification can be obtained by directly phoning the Staffordshire County Council Health, Safety and Wellbeing Service on 01785 355777.

3.24 Housekeeping, Cleaning and Waste Disposal

All staff and pupils share a responsibility for ensuring that teaching and communal areas are kept clean and free from litter. The responsibility for cleaning internal spaces and disposing of general waste (placed in internal waste bins) lies with a contract cleaning company. As their daily/weekly routines are carried out, all internal spaces of the academy receive sufficient cleaning and sanitisation depending on their occupancy, as well as deep cleans during academy closure periods/holidays. External waste bins are emptied by the site team, and it is the responsibility of the Site Manager to ensure these are emptied as required. The large waste and recycling paladin bins are emptied by an external contractor in accordance with waste disposal regulations. All body spills should be handled using the correct materials, sealed in a bin bag and placed in the external general waste bins. If in any doubt about correct disposal, a member of the site team can offer advice upon request.

3.25 Handling and Lifting of Equipment and Goods

The academy has a responsibility for providing basic training in correct lifting techniques for all staff. All staff are asked to complete online manual handling training in accordance with the core training programme. Risk assessments identify staff who require additional training or a higher level of training, and this is arranged and completed as necessary. Where possible staff should use appropriate lifting equipment such as sack trucks or chair trolleys. Manual handling risk assessments have been carried out and are reviewed regularly by the Health and Safety Manager which detail safe lifting arrangements and risk mitigation controls for manual handling by staff and pupils.

3.26 Health and Safety for Lettings

Lettings rarely occur at Walton Hall. If and when they do though, the following procedures would be followed: All lettings should be made via the Principal and the Site Manager to ensure that the appropriate parameters are put in place regarding areas to be used and what equipment will be made available etc. Appropriate information will be discussed between those letting the premises and the Site Manager prior to the letting. The final decision over the suitability of user groups remains at the discretion of the Principal. Further details can be found within the SET Health and Safety for Lettings policy.

3.27 Health, Safety and Wellbeing Policy (Corporate)

The Shaw Education Trust has implemented a health and safety policy which details their commitment towards health and safety across the trust, and outlines

expectations for individual academies.

This policy outlines local management arrangements in relation to H&S which are formed in correlation with SET's corporate policy.

For further information of SET's commitment, aims and expectations, please refer to their corporate Health and Safety Policy.

3.28 Health and Safety Policy (Local)

This policy is reviewed annually by the Health and Safety Manager, approved by the Principal and ratified by the Academy Council. The Key Performance Indicators (KPIs), as stated in section 4.0 of this policy, are monitored by the Finance, Risk, Audit and Resource Committee to ensure that the policy is being adhered to and is acting effectively to reduce the risk to health and safety within the academy. Any shortfalls will be addressed, and the policy amended to reflect any changes in practices.

3.29 Intimate Care

A thorough risk assessment has been written to document intimate care procedures, which is required to meet individual needs of some of our pupils. This risk assessment has been completed to safeguard pupils who require personal care, as well as staff who deliver the personal care. Personal care can include but is not exhaustive to, assisting or undertaking personal washing, bathing/showering, toileting, changing clothes/getting dressed, incontinence care, menstrual care, administering medication, medical care or observing and supervising such activities. Careful consideration is given to providing appropriate and sufficient care, whilst maintaining dignity for each pupil. Individual risk assessments are completed for any pupil who requires care that falls outside the scope of the overarching risk assessment. Further information can be found in the Intimate Care risk assessment.

3.30 Jewellery

No jewellery should be worn that presents itself as a hazard to self or others. The Senior Leadership Team will make the final decision over the suitability of specific or contentious items. Common sense should be applied over removing items prior to physical activity.

3.31 Lone Working

Health and safety arrangements are in place for staff who are required to carry out lone working. This includes staff who work outside of normal operating hours including emergency callouts, those who work remotely on site, those who work off site and those who carry out visits to other premises, including home visits. Risk assessments are carried out to detail risk mitigation measures so staff can work as safely as possible when lone working. Lone working is kept to a minimum and avoided completely where possible. For further information, please refer to SET's Lone Working policy.

3.32 Management of Contractors

Contractors are selected either from the approved Shaw Education Trust (SET) contractor lists or by contractors sourced directly by the academy. For pre-planned projects and jobs the principles of best value are applied, and selection takes place from a range of quotes where possible. The Site Manager is responsible for managing contractors on site, including those attending to carry out routine servicing and inspections, and will ensure that all relevant hazard exchange information is passed between the site and the contractor/sub-contractor to maintain high safety standards and safe working practices whilst work is carried out. Asbestos management arrangements are adhered to as previously stated above, including the completion of intrusive work surveys and type 3 surveys for areas which haven't been previously inspected.

For contractors sanctioned directly by the academy, competency, risk mitigation measures and safe working practices will be checked by the Site Manager via collating training certificates, policies, and risk assessment/method statements applicable to the work. Further details can be found in the SET's Management of Contractors policy.

3.33 Menopause

Managers at Walton Hall are fully aware of how menopause, including perimenopause, post-menopause, and premature ovarian insufficiency, can affect colleagues' health and wellbeing and aim to support each individual as they work through these life changes. Managers aim to work positively to manage symptoms, workloads, stresses, and lifestyle changes as colleagues attend work, ensuring the workplace does not make symptoms worse. Individual risk assessments are completed as necessary, and managers will work with discretion as they support staff. Colleagues must first speak to their line manager initially, or with another manager if they feel more comfortable in doing so, so support methods can be discussed and implemented. The academy's open-door policy continues as detailed on team stress risk assessments and as highlighted on briefing notes, and staff are encouraged to discuss concerns with managers at any time.

Colleagues can also seek support from external sources such as Education Mutual and the Staffordshire County Council's WellMe service. Further details can be found in SET's Menopause policy.

3.34 Minibuses

The academy minibuses are leased, serviced, inspected and MOT certified by Staffordshire County Fleetcare, and are checked weekly by a member of the Site Team for such things as tyre pressures, oil levels and windscreen washer levels; these are also checked prior to each journey by the driver, and checks recorded within each bus. The academy ensures that all staff who drive pupils in minibuses have taken the relevant driving test with Staffordshire County Council and are fully insured to drive them. A risk assessment is in place for the use of the minibuses, and all trips are assessed using the EVOLVE risk assessment system as stated in the 'Educational Visits' section of this policy.

3.35 Noise in the workplace

Noise is produced through various mediums within the academy, for example, through performing arts and music lessons, through maintenance tasks using power tools and through contractors working on site. All substantial noise levels are controlled in a variety of ways, and each activity that could potentially damage a person's hearing is risk assessed prior to the activity taking place. Ear defenders, timed noise sessions and taking 'ear breaks' are some examples of how this is controlled to minimise the risk of damaging the hearing of anyone on site. All loud activities are kept to a minimum and avoided wherever possible. Please see individual risk assessments for controls and for further information refer to SET's Noise in the Workplace policy.

3.36 Outdoor Play Equipment (fixed)

All fixed outdoor play equipment, including outdoor gym equipment, is regularly inspected and defects remedied. Pre-use checks are carried out by staff supervising pupils, monthly visual inspections are carried out and recorded by site staff and annual inspections are carried out by a competent external contractor.

All equipment is suitable for purpose and use within the environment, and conform to relevant safety standards. Further details can be found within SET's Outdoor Play Equipment (Fixed) policy.

3.37 Permit to Work Systems

Permit to work systems are created to permit specified personnel to carry out certain, higher risk activities and tasks. Examples for such activities including hot works, working in confined spaces or working with live electrics.

The Site Manager, Health & Safety manager of SLT are permitted to issue permits to work where relevant. Permits to work detail specific parameters to allow to work to proceed, including specifying individuals, main risk mitigation controls, date/time restrictions and emergency procedures. Any change to arrangements have to be reflected on a permit, and permits can be withdrawn at any point at the discretion of the issuer. Permits to work do not ensure the activity is safe by itself, and must be adhered to in conjunction to relevant risk assessments, method statements and hazard exchange procedures. Further information can be found in SET's Permit to Work Systems policy.

3.38 Personal Protective Equipment (PPE)

PPE is available for any member of staff or pupil when carrying out certain tasks, including for the use of medical or personal care. It remains the responsibility of the staff carrying out a task or supervising a pupil to ensure PPE is worn correctly, and any defective equipment taken out of use and replaced. Line managers are responsible for monitoring the use of PPE and ensuring any task that requires PPE is suitably risk assessed by relevant staff and that the person is competent to carry out the task; the Health & Safety Manager assists with this process as required.

3.39 Pond Safety

The 2 duck ponds on the farm are the only ponds accessible to staff and pupils – the natural pond in the woodland area is behind locked gates and a 6ft perimeter fence. The duck ponds are secured behind a locked gate and 6ft fencing; the gate is only unlocked when authorised access is required and only accessible to authorised

personnel i.e. staff who work on the farm and pupils during supervised lessons/activities. Warning signs are on display, the perimeter of the pond kept as clear as possible including regular trimming of surrounding foliage. Access to the ponds is covered by CCTV. Further control measures can be found within premises/activity risk assessments and within SET's Pond Safety policy.

3.40 Poster on Health and Safety Law

The Health and Safety Law poster is displayed in staff rooms and kitchens within the academy. It is the responsibility of the Site Manager to ensure these remain in place and are updated as necessary.

3.41 Reporting Defects

It is the responsibility of every staff member to report any defects with work equipment, premises, property etc... and notify an appropriate person to ensure the defect is suitably rectified. Any defect that cannot be rectified will be suitably controlled so as not to cause a health and safety risk. Staff can report site related defects via the ticketing system by emailing siteteam@walton.set.org.

3.42 Risk Assessment

Risk assessments are completed and reviewed for activities, premises and individuals across the academy and are stored on the Health and Safety Team on Microsoft Teams so all staff can access them. They are updated often by relevant staff members. The Health & Safety Manager keeps a tracker updated that highlights dates when assessments are due for review and ensures that the appropriate staff members review them sufficiently.

Risk assessments are also completed or reviewed as necessary following accidents/near misses or when a pupil or member of staff comes to the academy after obtaining an injury, returning from a long absence, has a pre-existing health condition or are more vulnerable to risk to ensure they are safeguarded. Any new activity is risk assessed prior to commencement.

The Health & Safety Manager takes the lead role on ensuring all activities are suitably risk assessed, and the Principal oversees the risk assessment process as the duty holder. Further details can be found in SET's Risk Assessment policy.

3.43 Safe Use of Lifting Equipment

The academy has various pieces of lifting equipment for different uses, including a passenger lift, car lift and person hoists (the latter currently in a state of decommission as not currently required). Each piece of equipment is inspected and serviced by competently trained contractors in accordance with relevant legislation, in addition to pre-use checks by operators. Isolation switches are operationally checked monthly by site staff and records held. Defects highlighted during inspections are rectified in a timely manner, and any equipment not safe to function is taken out of use. Line managers are responsible for ensuring that users of lifting equipment are suitably trained where necessary.

Risk assessments detail safety controls and safe systems of work which users abide by during operation. Further details can be found within SET's Safe Use of Lifting Equipment policy.

3.44 Safe Use of Wheelchairs

All wheelchairs which are used at Walton Hall, both academy-owned and privately owned, are subject to weekly visual checks which are carried out and recorded by teaching staff. Any defects are reported to the owner to rectify, with any unsafe equipment taken out of use in the interim. Academy owned wheelchairs are also subject to regular servicing and inspections by a competent contractor, with any recommendations carried out in relation to maintenance and repair.

Staff who support wheelchair users receive manual handling training relevant to the level of support they provide.

There is a risk assessment in place which details general risk reduction controls, and each wheelchair user is risk assessed individually with access/egress considered, especially in emergency evacuation situations.

Further details can be found in SET's Safe Use of Wheelchair policy.

3.45 Safe Use of Work Equipment

There are systems in place to ensure the equipment on site is maintained and inspected. These systems include pre-use checks by the user, routine inspections by site staff and routine service and inspections by specialist contractors to ensure compliance with current regulations e.g. Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). It is the responsibility of the Site Manager to ensure that arrangements are made for all regulatory inspections and services to be completed. Detrimentially defective or unsafe equipment is taken out of service until repair or replacement can be arranged. Risk assessments are also carried out for work related equipment and controls adhered to by all staff. Further information can be found in SET's Safe Use of Equipment policy.

3.46 Sewage Plant

The existing sewage plant is currently sufficient to filter waste in accordance with relevant environmental legislation and permits, however the plant is deteriorating. A new plant is currently being installed, with an expected completion date dependent on licensing approval/issue from the Environment Agency. The new sewage plant will ensure future compliance and improved maintenance regimes. All ongoing maintenance procedures for the new plant will be subject to a thorough risk assessment to ensure personnel servicing the plant can do so in a safe manner.

3.47 Site Security

The site is surrounded with a 6ft perimeter fence and has locked gates for authorised access/egress. The pedestrian gates (2 sets of gates) that pupils, staff and visitors access are controlled electronically by either reception, each of the residential units or staff access cards and act as an air lock whereby one gate should shut before the other one opens. The drive gates for vehicles to access the site are also controlled electronically via the same processes (but without the air lock system as there is only one set of gates). Staff do not use their access cards to open the drive gates during school times, and instead call reception to request access, then wait for the gates to close before proceeding to ensure no one tailgates.

Key areas of the academy (main doors, gates and some remote areas) are monitored

by CCTV which can be viewed from reception, the site office and Goldstone House residential unit.

Main doors to key buildings are controlled with a biometric system which recognises fingerprints/fobs of registered staff members; some of these doors and gates can also be opened by reception.

The site team lock and alarm unoccupied buildings at the end of each day, including ensuring windows are secure and internal doors locked where identified.

Procedures are in place to safeguard key holders if they attend an alarm activation out of hours, detailed within relevant risk assessments. Please refer to the Site Security risk assessment for further details and control measures.

3.48 Smoking at Work

Walton Hall Academy is a no smoking/vaping site. No smoking signs are displayed in prominent areas including at the main gates of the academy. The no smoking policy extends to work vehicles. Please see SET's Smoking at Work policy for further details.

3.49 Staff Consultation and Communication

Health and safety is a standing agenda item on all appropriate staff meetings. Issues and information is also communicated during staff briefings, discussed at Senior Leadership Team meetings, Finance, Audit, Risk and Resource Committee meetings and Academy Council meetings. SLT, particularly the Principal, promotes health and safety via regular meetings, discussions and consultation with the Health & Safety Manager and Site Manager and communicates changes, plans etc... to all staff via emails and briefings often. In addition, monitoring visits of all areas, including residential settings, provide the opportunity for discussing health and safety issues directly with members of the Senior Leadership Team.

The Health & Safety Link Councillor provides a consistent communication avenue between the academy and the academy council via regular meetings with the Health & Safety Manager. Termly reports are written by the Health & Safety Manager providing updates on accidents, near misses, risk assessments, training, site issues, amongst other topics, and allows consultation during meetings in which to discuss and make decisions as required. Agile report templates are now used as requested by SET; these are streamlined in comparison to the previous reports, and as such any information which falls outside of this template is communicated during the meetings with the link councillor.

3.50 Staff Induction

All permanent staff receive a full induction at the start of their employment, including health and safety information. This induction covers all general aspects of health and safety arrangements within the academy.

All volunteers and temporary/agency staff are subject to an induction, which within it contains key health and safety arrangements. Any arrangements which volunteers/temporary staff need to be aware of in relation to their role, line managers will communicate and instruct as necessary. Long-term agency staff are subject to the same induction as academy staff. Staff sign a written copy of their induction as a declaration of their understanding.

3.51 Stress and Wellbeing (pupils)

Pupils are supported during daily care by all staff. A designated nurture and behavior support team support pupils via interventions, play therapy, emotional coaching, amongst other support methods. Individual learning plans, individualised timetables, positive support plans and individual risk assessments also detail stress reduction strategies and ways to promote and enhance wellbeing. Independent Visitors within residence also offer support to pupils – these people can be contacted at any time by pupils; their details are displayed in residence.

Pupils who require counselling can be referred to the in-house counsellor, where they can receive weekly sessions by a trained professional. Many other strategies are implemented and offered to pupils on a daily basis; please refer to the Pupil Stress and Wellbeing risk assessment for further details.

3.52 Training and Professional Development

All academy-based training initiatives are tracked with a training tracker spreadsheet. This identifies when key elements are due for renewal and when the academy needs to organise refresher courses. Key personnel must attend appropriate training as part of their roles and responsibilities.

Additional training and career development opportunities can be requested by staff to their line manager during termly appraisals, or at any other given time, and the Senior Leadership Team can decide if the request is feasible and possible. Staff are encouraged to further their training and professional development, and do this in line with SET's vision of talent management e.g. professional advocates and hub leaders.

3.53 Vehicles on Site and Pedestrian Segregation

A 5mph speed limit is implemented on site to control vehicle speeds, with assistance from appropriate speed bumps on the main drive. Electronic gates are in place to control access and exit from the site; vehicles must report to reception on arrival and access can be permitted as relevant – staff also adhere to the same procedures during school hours. Key locations are monitored via CCTV to observe security procedures and validity of visitors.

The academy has a pathway for pedestrian access away from the main drive, and some painted walkways where physical paths are not present. The speed bumps help to reduce the speed of traffic approaching the area where pupils, as well as staff and visitors, cross the drive.

Premises External and Pupil Arrival and Departure risk assessment discuss vehicle/pedestrian segregation in more detail.

3.54 Violence and Aggression (towards staff)

Procedures are in place to safeguard academy employees from identified risks of violence and aggression. This includes violence and aggression by pupils, visitors and

intruders.

Pupils with aggressive tendencies are supported via staff coaching, interventions, positive support plans and risk assessments to reduce the likelihood and severity of violence and aggression.

A zero-tolerance approach to violence and aggression from visitors is taken. Staff speak to visitors in a calm and professional manner and expect the same level of respect to be reciprocated without violent conduct. Police will be called for any instances where violence and aggression is displayed from visitors.

Reducing risk regarding violence and aggression from intruders on site is detailed in various risk assessments, including the Site Security and Lone Working risk assessments. Lockdown procedures are also in place ready to be implemented should an intruder gain access to site during hours of occupancy.

Please refer to SET's Violence and Aggression (towards staff) policy for further details.

3.55 Volunteers, student/trainee teachers and work experience pupils visiting Walton Hall

Volunteers who attend the academy are supported, supervised and mentored by staff. Where applicable, enhanced DBS checks are carried out for volunteers, or they receive constant supervision whilst on site. Volunteers carry out roles within their professional and physical capabilities, whilst adhering to relevant risk assessments as staff do. It is the responsibility of supervising staff to ensure volunteers work in adherence to risk assessments and policies. Volunteers are not expected or permitted to discipline pupils, aside from general classroom etiquette if they are working within classroom. Further information can be found in the Volunteers and Work Experience Pupils from Other Schools risk assessment.

3.56 Waste Management

Waste management within the academy is the responsibility of the Site Manager. Waste is disposed of in accordance with waste disposal and recycling regulations, with waste transfer/consignment notes being obtained to prove compliance where necessary. Contracts/arrangements are in place for the safe disposal of certain products such as fluorescent light tubes, sanitary products and IT products, as well as for general waste and recycling. The Site Manager is also responsible for ensuring that contractors, staff and services the academy sanctions to fulfil services comply to waste disposal regulations whilst carrying out work on site; this includes electricians, building contractors, IT technicians, sanitary and washroom services, and asbestos removal companies amongst others. Examples of relevant regulations of which compliance is mandatory include Hazardous Waste Regulations 2005, Waste Electrical and Electronic Equipment Regulations 2013, The Water Industries Act 1991 and The Environmental Act 1990. Please refer to SET's Waste Management policy for further details.

3.57 Water System Safety (inc. Legionella)

Water system safety checks are completed on a regular basis by an external contractor in accordance with ACOP L8 water hygiene code of practice. The Site Manager is responsible for ensuring monthly, biannual, and annual checks are carried out and records are completed and kept up to date as per a water hygiene risk

assessment; these are also carried out by an external contractor and include temperature checks and sanitisation of shower heads. The routine weekly flushing of infrequently used outlets is carried out by the Site Team. Thermostatic mixing valves on all outlets accessed by pupils ensure water is limited to 43°C (+/- 2°C) to avoid scalding.

During times of unoccupancy in buildings, water outlets are flushed to ensure fresh water circulates the water systems. For further information, please refer to SET's Water System Safety (inc. Legionella) policy.

3.58 Work Experience

Work Experience is organized by class representatives, under the overarching support from the PFA (Preparation for Adulthood) lead. The academy subscribes to Work Experience Space (an external service from Entrust) who scrutinise and approve businesses offering work experience to ensure they are safe and compliant prior to a placement being offered to pupils. The PFA lead and class representatives receive sufficient health and safety training to provide them with relevant knowledge whilst visiting and organising placements for pupils, yet are guided by advice from Work Experience Space as necessary.

3.59 Working at Heights

Working at height is avoided where possible, and kept to a minimum when required. Any working at height activity is isolated/segregated from others not directly involved. A working at height risk assessment has been completed and is reviewed annually if not before by the Health & Safety Manager – any working at height task which falls outside of the scope of this assessment will be risk assessed separately. On the risk assessment it states that staff (other than site staff) will not climb ladders above waist height, and that site staff will carry out the relevant precautions when climbing above waist height. All ladders, step ladders and step stools are inspected by site staff for safety every 6 months and records kept, as well as being checked by an external contractor every 6 months.

PASMA (Prefabricated Access Suppliers and Manufacturers Association) training has been carried out by the Site Manager and Health & Safety Manager so they can erect tower scaffolding, as has ladder training so ladders can be used by them safely. The academy's tower scaffolding is inspected annually by an external contractor for safety – as the tower is used fairly infrequently, the training and tower inspection can be permitted to expire until a time where the tower is needed, at which point relevant training and an inspection of the tower is organised prior to use.

Other members of staff have also completed sufficient working at height training, permitting them to climb ladders in adherence to the controls stated in the working at height risk assessment (i.e. the Site Technicians and the IT Technician).

Contractors who attend site and who are required to work at height comply with their own risk assessments and use their own equipment. They also adhere to the academy's procedures, which are discussed and arranged between the contractor and site staff during the hazard exchange process prior to work commencing. Further information can be found within SET's Working at Heights policy.

4.0 Key Performance Indicators (KPIs)

The local KPIs that are monitored by the Academy Council via the Finance, Risk, Audit and Resource Committee to assess the effectiveness of the health and safety management system within the academy include scrutinising the health and safety audit that is carried out by the Staffordshire County Council Health, Safety and Wellbeing Service, the annual self-audit carried out by academy staff members, the annual self-evaluation checklist which is carried out by academy staff members as well as the termly health and safety report presented by the Health & Safety Manager. Future actions and planning can be determined following the scrutiny of these KPIs.

Policy Review Information

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