'Go and do Likewise' Luke 10:25-37, The Parable of the Good Samaritan
We live with love and compassion, seeking help in times of need

Health and Safety Policy

Aim:

- Recognising that the Governing Body and the Leadership Team of the school have legal responsibilities with regard to the safety of all people on both sites of the school.
- To ensure the school complies with all legal requirements for health and safety.
- All staff employed at The Piggott School have responsibilities under the Health and Safety at Work Act etc 1974. Workers have a duty to take care of their own health and safety and that of others who may be affected by their actions or inaction at work.
- Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.
- Ensuring that staff maintain the school's commitment to high standards of work.
- Ensuring that all staff members, pupils and visitors to the school sites can go about their work and business safely and securely.
- Safe and appropriate procedures for all people on both sites of the school.
- Appropriate responsibilities, training and accountabilities of all employees.

Reference documents:

Wokingham – http://wsh.wokingham.gov.uk/leadership/health-and-safety/
HSE –   https://www.hse.gov.uk/toolbox/managing/writing.htm
                https://www.hse.gov.uk/simple-health-safety/policy/example-policy-statement.pdf
Department for Education –
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DfE_Health_and_Safety_Advice_06_02_14.pdf

Changes from last issue:

- Reformatted the document
- Included the school's Christian vision

Method:

A: Setting out responsibilities for Health and Safety:
- Headteacher and Chair of Governors - Overall accountability for Health and Safety

- Premises Manager – Competent Person by experience and qualification and H&S Officer

- Deputy Head Teacher Charvil - Competent Person by experience and qualification and H&S Officer

o Governing Body delegated to the Facilities Committee – Ensuring the school and its leadership are managing risk and creating a safe working environment and ethos

o Deputy and Assistant Headteachers – To assist the Headteacher in his duties and responsibilities and to cover his role should the need arise

o All Staff members –
1: To ensure they conduct themselves in a safe manner and that those they are responsible for do the same using safe working systems and PPE where required
2: To comply with safety requirements both by the school and standards for teaching set out in their relevant fields and any training received
3: To not tamper with safety arrangements or allow those they supervise to do so
4: To report any safety issues and near misses to their Line Manager
5: Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
6: Co-operate with the school on health and safety matters
7: Model safe and hygienic practice for pupils
8: Understand emergency evacuation procedures and feel confident in implementing them
9: Read and work to the school's health and safety procedures, any Department risk assessments and whole school risk assessments

  o All pupils and parents -
  are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

  o Contractors -
  Contractors will agree health and safety practices with the Headteacher and/or Premises Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

B) Manage the Health and Safety functions of the school to prevent, so far as is reasonably practicable, injuries or ill health effecting any person as a result of the operations of the school.

C) The school will ensure lines of communication are open with the Governing Body, staff body, pupils, visitors and parents. They will achieve this by:
   a. Ensuring the school website is up to date along with documents uploaded
   b. Communication via email
   c. Staff notice boards
   d. Safety signage
   e. Staff briefings, meetings and one to ones

D) Provide safe premises and equipment, together with effective management of the activities over which we have control. This includes:
   a. Daily checks of the site by the Site Team with proactive and reactive maintenance
   b. Biannual safety checks of lifting equipment by an external contractor
   c. Annual safety checks of PE equipment by an external contractor
   d. Annual safety checks of LEVs and machinery by an external contractor
   e. Pre use check of equipment by staff (whenever used). The Site Team check the equipment on a 10 week rolling programme.

E) Apply the principles of risk management to ensure that any necessary risk control

measures are introduced and maintained in the following order:
   a. Eliminate Risks
   b. Reduce Risks where they cannot be eliminated
   c. Isolate Risks
   d. Implement Control measures
   e. Use safe systems of work
   f. Use of PPE (provided free of charge)

F) Create, review and implement emergency procedures and policies.

G) Producing and maintaining appropriate records

H) Regular meetings of the Facilities Committee to review health and safety policy and procedures, accidents, incidents, large works etc.

I) Health and safety is an agenda item for all leadership and Departmental meetings.

J) The school will provide safety training to everyone who needs it to safely go about their duties and the Leadership Team will hold relevant Health and Safety qualifications

K) Ensure that there is adequate insurance provision at all times.

L) This policy should be read in conjunction with the associated health and safety procedures available on the S:drive/health and safety/policy and procedures.

Reviewed and approved by: Facilities Committee

Date: 24th January 2022

Signed by: Chair of Governors   Date

**   Headteacher   Date**