



THE PIGGOTT SCHOOL

Charvil Primary

'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 etc. Act 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](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
 - Governing Body delegated to the Facilities Committee – Ensuring the school and its leadership are managing risk and creating a safe working environment and ethos
 - Deputy and Assistant Headteachers – To assist the Headteacher in his duties and responsibilities and to cover his role should the need arise
 - 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 or 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
 - 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.
 - 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 affecting 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

Issue Date: 24th January 2022

Signed by: Chair of Governors _____ Date _____

Headteacher _____ Date _____