**Piggott School Procedure**

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**The Piggott School**

**Procedure: Managing Health and Safety**

**Aim:** To ensure suitable and sufficient provision for Health and Safety within the school.

**Reference documents:**

 Wokingham – Managing Health and Safety

 HSE – Managing for Health and Safety

 Piggott School Staff Handbook

 Piggott School Health and Safety Policy

 Piggott School Policy review schedule

 Piggott School Health and Safety review schedule

**Method:**

1. **Policy**
* The Piggott School has a written health and safety policy as required by The Health and Safety at Work Act 1974
* The policy is reviewed annually as part of the annual review for all health and safety policies and procedures
* The Policy contains the following:
	+ A Statement of Intent
	+ Information on the organisation structure and responsibilities
	+ Health and Safety Arrangements
	+ Signed by The Head Teacher and The Head of Governors
1. **Communication**
* The Schools Policy is available in the Staff Handbook, on the Health and Safety notice board and is available on the staff network drive.
* An introduction to site health and safety is given at induction along with issue of the staff handbook
* Updates on health and safety form part of the weekly staff briefing and beginning of the new school year Inset day.
1. **Policies and Procedures**
* Beneath the Health and Safety Policy sit policies and procedures relating to each aspect of health and safety within the school, these are kept on the staff drive and a copy is kept by the Premises Manager
* The School will buy into programs and software to assist in departmental assessment of risk where it deems this is appropriate and of benefit.
1. **Review**
* The Piggott School has an annual plan of review for all policies, procedures and risk assessments.
* External audits are carried out yearly to help monitor this process.
* Accidents and incident are reported directly to the Premises Manager and the PA to the Head Teacher to be review, checked for RIDDOR reporting and filed for records.

**Issued by: David Corringham**

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