

## PIGGOTT SCHOOL PROCEDURE



### 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

##### **2. 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.

##### **3. 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.

**4. 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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