

REIGATE PARISH CHURCH PRIMARY SCHOOL PTA

HEALTH AND SAFETY POLICY

1. Statement

It is the policy of Reigate Parish Church Primary School PTA that our activities will be undertaken in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of our members and all persons who may be affected by our activities.

Our goal is to undertake our activities on an accident-free basis.

- We plan our activities and undertake risk assessment and risk mitigation for each one.
- We use, maintain and store our equipment safely.
- We maintain appropriate standards of hygiene.
- We are committed to monitoring our activities to deliver a continually improving performance.

This policy and supporting documentation will be publicised to all members and will be reviewed on a regular basis to be updated or revalidated as appropriate.

2. Roles and Responsibilities

The committee is ultimately responsible to ensure this policy is followed, communicated and reviewed.

An activity organiser will be appointed for each activity and will be responsible for the safe running of the particular event.

Any limits of responsibility will be made clear between the activity organiser and the committee, to avoid gaps.

The school is responsible for the school premises and equipment.

3. Actions

The committee will ensure this policy is reviewed annually and communicated to all members via the school website at <http://reigate-parish.org.uk/pta/committee/>. The committee will ensure adequate resources are available to support the activity organisers and will also ensure all liability insurance is in place for all PTA activities.

Activity organisers will undertake the risk assessment in accordance with the risk assessment policy and guidance. This will need to cover any external providers of equipment or services for that event, and further risk assessments will be required from them where risks exist.

Any accidents or incidents will be reported to the committee and to the school. A record of the particulars will be maintained. The committee will review all reported accidents or incidents to enable corrective measures to be implemented.

The committee will maintain relevant safety information in the PTA files in both hard and soft copy. This includes details relating to the safe planning and organisation of activities, risk assessments, previous learning etc. The committee will ensure this is communicated to activity organisers, and updated information collated after an event.

December 2018