

Glendower Preparatory School

HEALTH AND SAFETY POLICY STATEMENT

The management of Glendower Preparatory School recognises that:

- it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Company's activities, and
- that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- provide an organisational structure that defines the responsibilities for health and safety
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- provide adequate resources to control the health and safety risks arising from our work activities
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- communicate and consult with our employees on matters affecting their health and safety
- maintain our premises and provide and maintain safe plant and equipment
- provide information, instruction and supervision for employees
- provide adequate training and ensure that all employees are competent to do their tasks
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection
- only engage contractors who are able to demonstrate due regard to health and safety matters
- bring this Policy Statement to the attention of all employees

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

Position: Head Teacher

Review Date(s): January 2010

Signed:

Dated:

Position: Chair of Governors

Review Date January 2010



ELLISWHITTAM
corporate support