

Health and Safety Policy Statement

Statement of Intent

- Philpots Manor School (hereafter known as “the School”) places the highest priority on ensuring, so far as is reasonably practicable (SFRP), the health, safety and welfare of its pupils, employees, parents, helpers, contractors and members of the public who may be affected by any school activities.
- The School will conduct all its activities in a manner which complies fully with the requirements of the Health & Safety at Work etc. Act 1974 (HASAWA) and other health and safety legislation.
- The School is committed to safeguarding and promoting the welfare of children and young people and will provide appropriate instruction and training to staff and volunteers in order that they share this commitment.
- The full support and commitment of all school employees and helpers to comply with their own health and safety duties is sought through effective consultation, communication and training.
- The School will publish its Health & Safety Policy (“the Policy”) and any subsequent revisions and copies will be kept in the Reception Office, the Teachers Room, and all residential units.
- The Policy contains: a statement of intent, a general policy, an organisation section and an arrangement and procedures section. The relevant sections of the Policy will be made available to all members of staff on induction and as stated above.

General Policy

The School will:

- Provide a safe place of work, SFRP, for all pupils, helpers and employees, also for any other persons who undertake appropriate functions on the premises.
- Take appropriate steps to ensure, SFRP, that all school buildings and accommodation are maintained to minimise risks to health and safety.
- Provide and maintain all necessary welfare facilities for pupils, staff and helpers and, where appropriate, parents, contractors and members of the public.
- Ensure that all necessary risk assessments are undertaken.
- Ensure that all staff and helpers receive appropriate training to enable them to understand the health and safety duties placed on them.
- Ensure that all necessary supervision is provided for employees and pupils; in particular, for pupils involved in school trips and activities outside the school premises.
- Provide any necessary information, instruction and training to enable work tasks to be undertaken without risk to health and safety, SFRP.
- Ensure records of health and safety training are retained for at least six years after the training has taken place.
- Provide plant, equipment and materials which may be used without risk to health and safety, SFRP, when properly used, handled, set, maintained or dismantled.
- Organise and control the handling, use, storage and transport of articles and substances to ensure, SFRP, the reduction of risk to health and safety.

- Ensure that appropriate safe systems of work are devised and recorded and that staff work in a way to promote their own and other people's safety.
- Provide all necessary resources in order that requirements of the Policy may be carried out.

The policy will be reviewed at intervals not exceeding one year.

Signed: Steven Ogilvie - Chairman of the Board of Directors, Philpots Manor School

Date: October 2009

(The above Health & Safety Policy Statement is an extract from the School's Health & Safety Policy Manual which additionally sets out the organisation, arrangements and procedures for the management of health & safety at the School. Further details can be obtained on written application to the Estates and Health and Safety Coordinator by email angela.burton@philpotsmanorschool.co.uk or in writing to Angela Burton, Estates and Health and Safety Coordinator, Philpots Manor School, West Hoathly, West Sussex RH19 4PR.)