
HEALTH AND SAFETY AT WORK POLICY

1 Rationale

- 1.1 The Board of Trustees is committed to comply with the Health and Safety At Work Act 2015 which aims to prevent harm to workers and others in places of work.
- 1.2 The Board of Trustees is committed to promoting health and safety in the workplace to ensure employees, students and others on site avoid injury or harm. They will, keep employees and others on site informed of measures they must take to avoid harm from significant hazards, and provide training and supervision, when this is required.
- 1.3 It is the responsibility of employees to take all practicable steps to ensure their own safety and that no action or inaction on their part causes harm to any other person on the premises

2 Purpose

- 2.1 To prevent harm to workers, students and others on the school site by identifying, assessing and controlling significant hazards.
- 2.2 To prevent harm to workers, students and others on the school site by providing appropriate training and supervision.
- 2.3 To prevent harm to workers, students and others on the school site by involving employees in the development of health and safety procedures.
- 2.4 To take a proactive approach to encourage staff to actively manage their own health and wellbeing.

3 Guidelines and Procedures

- 3.1 The School will have a Health and Safety committee which have at least one elected Health and Safety representative, will meet regularly and will report to the board through the Principal's report.
- 3.2 The Board of Trustees by delegation to the principal should make a monthly inspection of playground equipment, buildings and machinery to identify any hazards to staff, students, parents, workers or visitors.
- 3.3 It is the responsibility of the staff to bring any health and safety concerns to the notice of either the base or host school whichever is appropriate.

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- 3.4 Hazards and potential hazards identified are to be entered in the Hazard Identification Folder.
- 3.5 The Hazards Identification Folder will be provided and be available to staff. This is to be used by staff or trustees to enter hazards, or potential hazards which they have noted in the school. The principal or delegated persons should check this at least once a week so that each matter is appropriately dealt with and inform the Board later if necessary.
- 3.6 Decide how the hazard will be controlled: eliminate if possible; if this is not possible, isolate, or failing this minimise the hazard. Enter the proposed action in the Hazard Identification folder.
- 3.7 Report the outcomes of the inspection at the next Board Meeting for a decision of response to remediate if necessary
- 3.8 Enter the date work completed to eliminate, isolate, or minimise the hazard. Monitor the hazard if necessary and keep the Board informed of progress at monthly meetings
- 3.9 Advise staff and students, if appropriate, of what has been done and what is required of them to avoid injury or other harm.
- 3.10 Provide information, training or supervision for employees or others working on site if this is necessary to avoid injury or serious harm.
- 3.11 Ensure that all employees and others on site understand the school's evacuation procedures for fire and earthquake. Display evacuation procedures in each room.
- 3.12 Ensure all visitors to the school sign in and out in the visitors book at the front desk.
- 3.13 Ensure all employees complete the sign in/out book at the front desk.
- 3.14 Practice the required fire and earthquake drills.
- 3.15 Investigate all accidents, including near misses, and develop methods of preventing future similar accidents.
- 3.16 Record accidents and serious harm details in the accident register kept in the staffroom for this purpose.
- 3.17 Report serious accidents to Worksafe on the form provided in the register and follow other legislative requirements in the register
- 3.18 Keep the Board informed of accidents, which occur, and also steps taken to prevent

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future accidents

- 3.19 Provide safe and early return to work procedures of ill or injured employees
- 3.20 Ensure persons coming onto the school site to work are informed of any significant hazards which could cause them injury or serious harm.
- 3.21 Ensure the contractors undertaking property projects on site have systems in place to protect themselves and any person involved in the project from hazards which could arise in the course of the project's completion.
- 3.22 The Health and Safety programme will include the following:
- a) Accident Procedures
 - b) EOTC Procedure
 - c) Safety practices within buildings
 - d) Furniture and general classroom equipment.
 - e) Litter Control
 - f) Storage of petrol/chemicals
 - g) Incident reports
 - h) The safe administration of medications
 - i) Procedures to support students' medical needs
 - j) Non Violent Crisis Intervention training available to staff working with students who may require physical restraint
 - k) The school will seek to provide facilities and support to enable staff to postively manage their own health and well being

4 Conclusion

- 4.1 All necessary steps will be taken to ensure the Health & Safety of employees and students.

CHAIRPERSON.....*J. Bidais*..... PRINCIPAL.....*W. Hart*.....

DATE.....*30/03/2017*.....