

HEALTH AND SAFETY

Purpose:

All employees and students attending the school have a right to a hazard free environment. The school environment must meet all health and safety requirements as set down in the Health and Safety Code of Practice booklet (April 1993).

1. To ensure that hazards are quickly identified and eliminated isolated or minimized according to the code.
2. To advise the Ministry of Education of any such hazards the Board of Trustees sees as being outside of its control.
3. To ensure safe practices are adopted by employees and students, using appropriate methods, equipment or protective clothing.
4. To ensure the school is maintained in a clean and hygienic condition and that efficient disposal methods are established for waste products.
5. To ensure harmful goods are stored appropriately.
6. To ensure routines are established for reporting injury or sickness and appropriate action is taken.
7. To ensure evacuation drills are established and practices each school term.

Guidelines:

Students and staff shall have a safe physical and emotional learning environment. Therefore, the Principal shall not fail to:

- take reasonable steps to protect students from unsafe or unhealthy conditions.
- provide a smoke free environment
- ensure a risk analysis management system (RAMS) is carried out where and when appropriate.
- consult with the community regarding the health programme being delivered to students.
- provide privacy of personal documentation held at school.

Hazards:

- a) Employees identifying a potential hazard should inform the Principal immediately.
- b) The Principal shall take appropriate immediate action to eliminate, isolate or minimize the hazard until the Board of Trustees or Ministry of Education can rectify the problem.
- c) The Principal shall advise employees and the Board of Trustees Property Committee of such hazards and action taken/to be taken.
- d) The Board or its representative shall conduct an annual survey of the school to identify potential hazards.

Safe Practices:

- a) Where students or employees are involved in activities that require the use of machinery, appropriate safety equipment and clothing is used, e.g.
 - * Goggles in workshops
 - * Masks used where fumes are emitted from products used
 - * hair bands used to tie hair back
 - * loose clothing removed
 - * appropriate footwear worn
- b) No child or employee shall be required to lift objects that may cause injury.
- c) Teachers shall determine activities that may cause injury to students under their care and take appropriate precautionary action to minimise or eliminate the potential for such injury.
- d) Playground

Health and Hygiene:

- a) It is the responsibility of the Principal and BOT Property Committee to ensure the cleaning of the school meets adequate health standards.
- b) A system of removing daily rubbish from classrooms and play areas is established.
- c) The caretaker should be advised immediately if a condition develops that places students or employees at risk from sub-standard hygiene.
- d) The Board of Trustees or its representative shall conduct periodic surveys of the schools cleaning and hygiene, and rectify any shortcomings.
- e) Adequate sanitary disposal methods will be adopted according to the code of practice.

Injury Reporting:

- a) In the event of a child becoming sick or an injury reported, the employee receiving the complaint shall refer the matter to the Teacher Aide or Clerical Assistant.
- b) All injuries to a child or employee must be recorded in the accident book held in the clerical office.
- c) All treatment administered to students must be recorded in the exercise book held in the medical room.
- d) Caregivers should be contacted as soon as possible.
- e) In the event of caregivers not being available, the Medical Officer (Teacher Aide or Clerical Assistant) will seek advice from the Principal and take appropriate action.
- f) In the event of an employee being injured the Principal must be told.

Emergency Evacuation:

- a) Procedures will be established for evacuating the building in the event of an emergency.
- b) Procedures are to be practised once each term.
- c) Emergency conditions become the responsibility of the Principal. Staff shall seek advice from the Principal in the event of an emergency.