



## LEIGH SCHOOL

### NAG 5 HEALTH & SAFETY MANAGEMENT POLICY

#### PURPOSE:

The Board of Trustees will endeavour to maintain the school grounds, buildings and facilities in a clean, tidy, safe, and hygienic condition so that a suitable learning environment is provided for students, and a good working environment exists for all staff.

#### OBJECTIVES:

- 1 Comply with local body regulations.
- 2 Comply with health and safety regulations in regard to equipment, buildings and grounds.
- 3 An accident register to be kept on all accidents that occur at the school.
- 4 Each year, review and develop a health and safety programme which aims to encourage safe practices and reduce hazards. (Review to be based on accident register)
- 5 Once a month the caretaker under the direction of the Board of Trustees will carry out a safety check and identify present and potential hazards. This report will be presented at the BOT meeting for action. Notify the Ministry of any hazard, which cannot be eliminated.
- 6 The Board of Trustees will provide training and supervision where applicable and will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

#### GUIDELINES

1. All staff having individual responsibility for health and safety
2. All staff
  - Being informed of
  - Understanding, and
  - Accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of our monitoring their work area
3. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management

4. Ensuring union and other employee representatives are consulted regarding health and safety management
5. Ensuring schools have an effective method for identifying hazards. Significant hazards will then be controlled by:
  - Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people
  - Minimising the effects of hazards, if they cannot be practicably eliminated or isolated
6. Creating and maintaining a safe working environment. This includes providing facilities for staff health and safety at work
7. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace
8. Providing appropriate orientation, training and supervision for all new and existing staff
9. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors
10. Accurate recording, reporting and investigating injuries
11. Board of Trustees commitment to continuous improvement in health and safety
12. Board of Trustees commitment to comply with all relevant health and safety legislation
13. Supporting the safe and early return to work of injured employees
14. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy

#### **EFFECTIVENESS REVIEW**

1. The Board in accordance with its self-review timetable will review this policy regularly.
2. The Principal, Staff and Board using the objectives listed above as the criteria for determining the effectiveness of the policy will conduct the review.
3. The Board will minute its review of the policy in the Board minutes.