

Winchester School Policy

Health and Safety

Rationale

Winchester School Board of Trustees recognises the need to provide an environment that is conducive to the health and safety of its employees, students, contractors and visitors.

Purpose

To provide a safe, hygienic and effective environment for pupils, employees, contractors, community and visitors.

To ensure safe practices are followed when using school buildings, plant operations, equipment operation and emergency procedures.

Guidelines

- A contractor will be employed to clean the school. Duties will be outlined in a job description.
- A contractor will be employed to mow the main playing fields.
- Any contractor will be expected to oversee a tidy and safe environment.
- Hazard identification, annual hazard assessment and staff training, will be placed on the school calendar.
- A Crisis Management Plan will be held by all managers within the school.
- Board Members will be assigned the roles of Property Trustee, and Health and Safety Trustee, to oversee the maintenance and development of buildings, equipment and the environment and the safety of the school and its environment.
- Pupils will, through curriculum studies, be taught about safety, health, hygiene and environmental awareness.
- Emergency and evacuation routines will be displayed in all rooms. An evacuation practise will be held once per term.

The Health and Safety Programme will include the implementation of the following policies:

Administering Medication

Crisis Management

Pandemic Plan

Emergency Evacuation

Child Safety Policy which covers the following issues:

Prevention

Behaviour Plan – ‘Make the Right Choice’

Physical Environment

Cyber Safety

Sun Safety and Personal Hygiene

Water and plain milk only

Response

Bullying

Undersirable Events/ Undesirable People

Abuse

Injuries - prevention and treatment

HIV/Aids and Other Blood-borne Viruses

Responsibilities of the Health and Safety Committee

The Health and Safety Committee shall:

- Carry out regular Health and Safety checks and report to the Board of Trustees as necessary on developments and issues related to Health and Safety at the school.
- Ensure that a Hazards Log is kept and regularly updated with a planned programme to overcome such hazards as applicable.
- Conduct an annual hazard assessment audit.
- Regularly monitor first aid treatments given at school and present a synthesis of ailments and injuries to the Board of Trustees.

Responsibilities of staff

All staff shall:

- Oversee a tidy and safe environment.
- Actively participate and promote safe practices at Winchester School and are required to be conversant with its procedures and policies.
- Undergo annual health and safety training on known hazards, the hazard identification process, reporting of incidents and accidents, and emergency and crisis response plans.
- Record emergent hazards on the 'Emergent Hazards Identification' form.
- Record accidents causing serious harm in the Hazards Register.
- Health and Safety training given to staff will be reported to the Board of Trustees through the Principal's report.

The Board of Trustees staff trustee shall:

- Report results of Health and Safety monitoring to staff at the next meeting.

Responsibilities of the Caretaker

- Wear personal protective equipment as required.
- Undertake safety training as required.
- Appliance electrical safety testing.
- Clean, maintain and test the pool according to guidelines provided.

Supporting documents

Crisis management handbook

Student internet use agreement

Chairperson **Date**

NOTE: This policy needs to be updated on the school website.