

Health and Safety

Guidelines and Procedures

The Board of Trustees is committed to take all practical steps to ensure the safety and health of its employees, the students enrolled at the school and all other persons on site, by complying with relevant health and safety legislation, standards, and codes of practice.

At West Park School this is achieved by:

1. All staff having individual responsibility for health and safety.
2. All staff:
 - a. Being informed of,
 - b. Understanding, and
 - c. Accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace. This includes contractors and visitors being informed of any results of our monitoring their work area.
3. Ensuring staff are consulted 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 we have an effective method for identifying hazards. Significant hazards will then be controlled by:
 - a. Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people;
 - b. 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. Accurately 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 timely return to work of injured employees.

14. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.
15. Requesting from all business firms and contractors who are working on the school site details of their organisation's Health and Safety programme where appropriate.
16. Requesting that all business firms, contractors and staff identify any hazards that may result from their planned activities.
17. Where practical, providing business firms and contractors with a copy of the school's Health and Safety Guidelines and Procedures before commencing work.
18. Keeping a register of all accidents and First Aid given at school, and 'away' from school. This is kept on e-Tap.
19. Ensuring that suitable first aid material is on hand during school hours
20. Ensuring that all medicines and medical equipment are in the First Aid room. (All medicines remain **locked** at all times in a cupboard within the First Aid room. This is accessible by staff **only**.)
21. Ensuring that regular cleaning of the school is adhered to and done.
22. Having staff responsible for ensuring that emergency procedures are known, and practiced by staff and the children, including fire and earthquake drills once a term.
23. Ensuring that our buildings comply with Buildings Compliance Regulations, including monthly/termly/annual checks.
24. Ensuring that all chemicals and dangerous goods are securely locked and out of harms way.

Reviewed: DECEMBER 2020

Accident/ Incident Reporting and Investigating - Legal Responsibility

By law, all work related illnesses and accidents, where an employee has received serious harm, must be notified to WorkSafe immediately, followed by an accident report on an approved WorkSafe form within 7 days.

Procedures

- All work related injuries must be recorded in the First Aid register.
- The scene of an accident resulting in serious harm must not be disturbed, unless authorised by an OSH inspector, or to save life, prevent further harm or damage to property, or relieve the suffering of any person.
- All accidents and incidents are to be reported on the appropriate approved OSH form and recorded in the First Aid register.
- All reported accidents and incidents will be investigated in order to prevent a recurrence of similar accidents. We aim to identify deficiencies and implement any possible remedial actions. The intention is to find a fix for the problem, not somebody to blame.
- **Investigations will:**
 - describe what happened accurately,
 - determine the real cause,
 - decide the risks of recurrence,
 - develop controls to minimize or eliminate,
 - define trends involving similar investigations,
 - demonstrate concern for employees wellbeing.
- The Board of Trustees and Management Team will support, be involved in any investigations and be prepared to act immediately on resulting recommendations. The investigation team will consist of the Principal, a School Trustee, and may include calling on others to assist if they feel this is necessary. The investigation must be commenced no later than 24 hours after the reported accident and is to be completed as soon as possible or no later than 7 days.

HEALTH AND SAFETY CODE OF PRACTICE

The following have been identified as hazards and the notes with each item outline the steps taken to minimize and/or isolate and/or eliminate the identified hazards.

GROUNDS MOWING

Mowing is done away from areas where children are playing or working and the spraying of grass from a mower is directed away from where any persons are. Mowing equipment, petrol, oil, etc is kept in a locked shed.

SPRAYING

This is done at the end of the day when pupils have left the school, so that pupils do not come in contact with recently sprayed weeds.

TREES

Trees will be checked annually for safety and pruned/removed by an arborist where necessary.

BUILDING

BLIND CORNERS

There are a number of blind corners.

Pupils are taught safe ways to negotiate corners.

CARPARKS AND SCHOOL DRIVEWAY

The danger of moving vehicles driving in and out, backing, etc.

This area is out of bounds to pupils during the school day. The driveway is closed from 8.30 a.m. – 9.00 am and 3.00 pm- 3.15 pm. Students are expected to walk their bikes and scooters along the driveway and leave their bikes secured at the bike stands. At the end of the day they are to **walk** their bikes and scooters off the school grounds.

INDOORS

CARETAKER'S TOOLS, CLEANING EQUIPMENT AND CHEMICALS

The Caretaker's shed and storerooms are kept locked when the Caretaker is not there.

WET VINYL

Wet vinyl floors are slippery.

Where possible floors will be washed when pupils are not there, but after spills or cleaning after a pupil activity [eg painting] pupils have to be taught to negotiate wet areas with care. Running is not allowed inside.

Staff who are still around when floors are cleaned, must also be alerted to the dangers and negotiate wet floors carefully.

HANGING DISPLAYS

Every effort will be made to ensure hanging displays do not restrict view when moving through a room, hence hiding a hazard. Also hanging displays must not make it difficult for cleaning staff to clean the area around the display, or set off intruder sensors in each classroom.

LIFTING

Staff and pupils will be trained in the appropriate way to lift and carry loads, such as, boxes of resources [using legs not backs].

GUILLOTINE

Staff only to use these.

LINO CUTTING AND CARVING TOOLS

Training will be given to pupils on the safe way to use these tools and during the session, teachers will supervise their use, keeping safety procedures to the fore.

COOKING

There is a stove in the Staffroom. Cooking or baking activities will be supervised by a teacher or parent and safety procedures will be taught during the process.

HIGH DISPLAY [USE OF LADDERS]

Pupils are not allowed to use ladders and staff are advised to exercise all care if they choose to use them.

DOORS

At times classroom doors may catch in the wind, making them dangerous. During these times the said doors will be latched back or the identified danger brought to students' attention and told of precautions that need to be taken.

ROAD SAFETY

Pupils will be taught how to use the roads safely - as a pedestrian, cyclist or passenger in a vehicle. Note that when travelling as a school group, in a vehicle [not a bus] a seat belt must be worn, and drivers and car must meet legal requirements.

SIPPER BOTTLES AND DRINKING FOUNTAINS

These are noted to be a health hazard if used incorrectly eg by drinking with mouth touching the fountain after other children have done the same. Children will be taught about basic hygiene rules for preventing communicable diseases and correct use of drinking fountains and sipper bottles.

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