



HEALTH AND SAFETY POLICY GUIDELINES

Preamble: These guidelines are in accord with the **Health and Safety Policy** approved by the School Board in **March 2022**.

- Guidelines:**
1. A Health and Safety Officer for the school is appointed.
 2. All staff have individual responsibility for health and safety and will be informed of their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitors.
 3. Orientation, training and supervision for all new and existing staff is regularly provided.
 4. Staff will be informed of any results of monitoring in their work area.
 5. Staff will be consulted and given the opportunity to participate in health and safety management.
 6. Union and other employee representatives will be consulted regarding health and safety management.
 7. Appropriate plans and procedures for all foreseeable emergencies that may arise in the school environment are in place.
 8. There is an effective method available for identifying hazards.
 9. Significant hazards will 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; and
 - (b) Minimising the effects of hazards if they cannot be practicably eliminated or isolated.
 10. The provision of creating and maintaining a safe working environment includes providing facilities for staff health and safety at work. This includes creating a physically safe environment and one that is free from all forms of harassment.
 11. The Principal and Senior Leadership team is responsible for ensuring there is a focus on staff well-being, and that explicit PLD, systems and models are in place to support this.
 12. The School Board is responsible for ensuring they are aware of and/or provide systems and models to support the Principal's well-being, including explicit PLD.
 13. Effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors are in place.
 14. Accurate procedures for recording, reporting, assessing and investigating injuries and incidences are in place.
 15. The safe and early return to work of injured employees is supported.
 16. Evaluation, review and updating of the school's compliance with its health and safety policy, processes and procedures is in place.
 17. Staff will model good sun safe practices by wearing a hat. Children will be encouraged to wear their school hat during break times (during Term 1 and 4), and shaded school areas will be utilised for outdoor school activities. The application of sunscreen will be encouraged and provided.
 18. The school will provide an environment that is smoking and vape free and will display the required signage.

20. In case of a Pandemic we would follow the Ministry of Education and Ministry of Health guidance. 'The Crisis Management Plan' Harrison Tew have developed for us will be used where applicable.

Review: 2024

These Guidelines will be reviewed in accord with the review of the school's Health and Safety Policy.