

FARM COVE INTERMEDIATE SCHOOL

HEALTH AND SAFETY (Hazards)

NAG 5 – POLICY

RATIONALE

The Board of Trustees is required to ensure that all hazards on the site are identified and that the school environment is safe for all students, staff and visitors. This policy aims to ensure that procedures are set up to ensure that the requirements of the Board under the Health and Safety in Employment Act 1992 are met.

PURPOSE

- To ensure that the school is a safe place of work for staff, students and visitors.
- To maintain correct procedures for the maintenance of equipment and materials to ensure that they are safe and properly handled.
- To establish safe work practices and to implement procedures to ensure that these practices are followed.
- To provide supervision and training.
- To ensure that all students, staff and visitors understand the concept of a safe and healthy workplace.
- To accept the need for delegating responsibility for promotion of a safe and healthy workplace to all involved at the school.

GUIDELINES

- The Board will maintain a Health and Safety folder.
- Staff and students will be made aware of the school's health and safety rules and the Board will ensure that they are aware of the Health and Safety Manual.
- At the beginning of each year, a Health and Safety Committee will be set up.
- Staff, students and Board of Trustees will be encouraged to identify hazards and to bring forward issues concerning health and safety.
- Staff and students will be made aware of emergency procedures for fire, storm, earthquake, chemical spill, gas leak, explosion, structure collapse, equipment failure.
- Hazards will be identified to all staff, students and visitors where possible.
- On a continual basis, hazards will be identified and noted to enable action to be taken.
- In the event of a serious accident/injury appropriate reporting procedures will be followed including DoL reports.
- Training needs for staff will become part of the Professional Development programme at the school.
- Evacuation procedures as per the Manukau City Council Civil Defence will be followed.
- All other emergency procedures including Volcanic Eruption as per MOE guidelines 2008 will be followed.

APPROVED

BoT:

Principal:

REVIEW DATE: Static