



Policy – Health and Safety

Rationale

Casebrook Intermediate School 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

Creating and maintaining a safe school environment will be achieved by

- All staff taking individual responsibility for health and safety issues by being informed of, understanding and accepting responsibility for minimising and/or eliminating potential hazards in their work area.
- Having an effective method of identifying environmental hazards. Once the hazard has been identified then all reasonable steps will be taken to either eliminate or minimise the hazard which ever is practicable. This is done on a regular basis by the caretaker and is documented.
- Providing appropriate orientation, training and supervision for all new and existing staff.
- Ensuring staff are consulted on, and given the opportunity to participate in health and safety management.
- Following the education outside the classroom procedure when planning any activities outside the school.
- Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and that of visitors to the school. All visitors should report to the office before going about their business.
- Having plans and procedures in place for all foreseeable emergencies that may arise within the school environment or during off site activities.
- Accurate recording, reporting and investigation of all injuries.
- The BOT having a commitment to the continuous improvement in health and safety within the school. It will comply with all relevant health and safety legislation. It will support the safe and early return to work of injured employees.
- Having a healthy lifestyle that will be promoted within the school.
- All staff and students who leave the school must sign out in the office and sign back in once they return to school that same day.
- Ensuring access to the internet is available to the school community and is used in an appropriate and safe manner.
- Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.

Self-Review

This policy will be reviewed in accordance with the Board's triennial programme of self-review, and the review report will be available to members of the school community.

Review Date	July 2012
BOT Signature	<u>Name</u> <u>Signature</u>
Principal's Signature	<u>Name</u> <u>Signature</u>
Next Review Date	July 2015