

POLICY ON HEALTH, SAFETY & PROPERTY

POLICY STATEMENT

The Board is committed to providing a safe environment for all people who utilise the school.

PURPOSE

- a. To provide a high quality physical environment for its pupils, employees and community users.
- b. To ensure that all reasonable steps are taken to provide a safe school environment and minimise any risk of damage or hazard in the school environment.
- c. To ensure compliance with the requirements of the Health & Safety & Employment Act 1992, and the Ministry of Education Health and Safety Code of Practice for State primary, composite and secondary schools (the Code), which embraces all other relevant legislation.
- d. To follow the code in order to:
 - a) Establish minimum physical health and safety standards
 - b) Establish management systems for the identification and management of dangers and hazards to health and safety.

GUIDELINES

1. The Board of Trustees, staff and employees will observe the requirements of The Code.
2. The Board of Trustees, staff and employees will observe the requirements of the Property Management Policy.
3. The Code will be available to the school community on request.
4. The Resources Committee of the Board of Trustees will monitor the observation of:
 - (i) Health & Safety Code of Practice
 - (ii) Property Management Policy
5. The Principal and Asset Manager will manage the observation of The Code and report directly to this Committee.
6. The Resource Committee will be responsible for the establishment of a Hazards Register and the management of hazards via the Principal and Asset Manager.
7. All accidents will be notified to the Asset Manager who will ensure that:
 - (i) All accidents are recorded in an Accident Register
 - (ii) All treatments are recorded
 - (iii) All serious harm is reported to the appropriate authorities
8. Health and Safety Committee meetings are held in accordance with the Health and Safety Act. The constitution of the committee is determined by the legislation.
9. The school shall maintain a 10 year property plan prepared and approved on the advice of suitably experienced professional consultants. This plan shall be reviewed annually in terms of current requirements and budgetary considerations.
10. Day to day repairs will be carried out in accordance with the maintenance schedule.
11. The school grounds and property will be maintained to a good, clean and safe standard.

Adopted 18 September 2001

Reviewed: May 2008