



PAPAKAIO SCHOOL



Procedure: Health and Safety 500a

Purpose: To ensure that Papakaio School maintains a safe and healthy physical and emotional learning working environment for the health and safety of all our employees and other persons in the workplace.

The Health and Safety Officer is the Principal and in his absence the Deputy Principal. They are supported in this role by the BOT and a Staff Member with this responsibility.

Procedure:

1. That Papakaio School will adhere to its Health and Safety policy statement. This policy can be found in the Health and Safety section of the Policy and procedures kept on the school website.
2. That all employees will actively follow Health and Safety guidelines and seek help and/or training if they are unsure of any area of operation. If an employee becomes aware of a new hazard, they should alert the health and safety officer at their earliest convenience.
3. That training/education be provided for any employee who has identified - either through performance management or self-appraisal - an area in which they require up-skilling.
4. That the permanent hazards list is regularly reviewed (minimum of once a year) by both teaching staff and BOT and necessary changes made. The Health and safety policy statement is reviewed annually by the BOT. Health and safety procedures are on a bi-annual cycle which is overseen and managed by the Principal.
5. That all work related visitors and contractors are informed where the permanent hazards are and the permanent hazards register. This is in the green folder in the bookshelf in reception.

6. That all work related visitors and contractors are informed of temporary hazards. Temporary hazards will be identified and listed on the Temporary Hazards list in the green file. Once the temporary hazard is finished or removed then they should be checked off from the temporary hazard file. If the temporary hazard goes on to become a permanent hazard, then this should be addressed to the Health and Safety officer.
7. In the third week of every month health and safety checks are to be completed as per the attached schedule. These are to ensure standards are maintained and equipment is up to date (i.e. fire extinguishers and smoke alarms.) This is responsibility of the H&S officer.
8. Non-authorized visitor/s to the property of Papakaio School will be doing so at their own risk and Papakaio School will not accept any responsibility for any accident or harm to themselves while they remain on the property.
9. At one staff meeting per month staff will be encouraged to discuss execution of health and safety as well as any innovation or idea they may have. This is recorded in staff-meeting notes kept by the principal.
10. That twice a year at a BOT meeting the accident/incident register will be reviewed and analysed. This analysis may then be used to identify a training requirement, safety or new equipment required a change in or a new policy/procedure to be development. All (i.e. staff, management and governance of Papakaio School) will be involved and consulted in the process of change if this is required. Analysis is kept in the green folder.
11. If the incident/accident is serious - i.e. involves Work Safe inspector or significant time off work, then this review of policy/procedure should take place within a 48-72 hours of the incident. The process of review will be as outlined in 10 above.
12. RAMs are carried out where and when appropriate.

Reviewed April 2018