

# RIDGEVIEW SCHOOL BOARD OF TRUSTEES POLICY



## HEALTH & SAFETY POLICY

### National Administration Guideline 5- Health and Safety

#### Background to Policy

The Health & Safety in the Workplace Act (2015) requires Ridgeview School to 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.

#### Purpose

- To ensure that employees, students and other people are physically and emotionally safe in the workplace.
- For all staff to contribute towards a safe, healthy workplace by sharing their knowledge and experience of safety at work so that clear decisions can lead to a continuously improving safety culture.
- To eliminate, isolate or minimise significant hazards wherever possible.
- To develop systems of monitoring and reviewing the effectiveness of the Health and Safety programmes and practices.
- To comply with the requirements of the Health and Safety Legislations guidelines.

#### Policy Statement

Health and Safety will be maintained and continually improved by :

1. All staff having individual responsibility for health & safety.
2. All staff being informed of , understanding, and accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including students, contractors, other staff and visitors being informed of any results of our monitoring their work area
3. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management.
4. Ensuring union and other employee representatives are consulted regarding health and safety management.
5. Ensuring schools have an effective method for identifying hazards. Significant hazards will then be controlled by:
  - Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people.
  - Minimising the effects of hazards, if they cannot be practicably eliminated or isolated.
6. Creating and maintaining a safe working environment. This includes providing facilities for staff health and safety at work.
7. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
8. Providing appropriate orientation, training and supervision for all new and existing staff.
9. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
10. Accurate recording, reporting and investigating of injuries.
11. Board of Trustees commitment to continuous improvement in health and safety.
12. Board of Trustees commitment to comply with all relevant health and safety legislation.
13. Supporting the safe and early return to work of injured students and employees.
14. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.

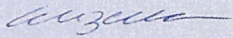
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This policy will be reviewed as per the Board's Effectiveness Review Programme

Confirmed by the Board of Trustees on: 09 NOV 2021 (date)

The planned review date will be: 09 NOV 2024 (date)



**Chairperson**



**Principal**