
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 1100	POLICY NO: 1121	ISSUE DATE:	01.03.17
TITLE: SAFE SCHOOL POLICIES		ISSUE NO:	2
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Health and Safety Policy Statement

POLICY STATEMENT:

The Macleans College Board of Trustees recognises its obligation as an employer to provide safe working conditions within the school working environment. It will take all practicable steps to prevent harm occurring to any employee, student, visitor or contractor while on school premises, and will make available the resources to do so.

The College will ensure that its employees are properly trained, have access to health and safety facilities; that the work environment is arranged for safe work practice, and procedures are in place for emergencies, thus minimising the exposure of employees and others to hazards or potential hazards.

Work area instructions will be readily available to each staff member, who will be required to read, understand and apply them.

REFERENCES:

The references used for the Macleans College Health and Safety Policy are:

- Health and Safety at Work Act 2015
- Health and Safety Practical Guide for Boards of Trustees and School Leaders (Ministry of Education 2016)
- Macleans College Fire & Evacuation Scheme
- Macleans College Emergency/Trauma Plan
- Macleans College Evacuation – Lockdown Procedures
- Accident Compensation Act 2001
- Smoke-Free Environments Act 1990
- Safety and Science – (Ministry of Education 2000)
- Safety in Technology Education (Ministry of Education 2014)
- Occupational Overuse Syndrome – Guidelines for Prevention and Management (Dept of Labour 1991)
- Food Act 2014

These references are available on both the school website and intranet.

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RESPONSIBILITIES OF MANAGERS:

The management of Macleans College has extensive responsibilities under the Health and Safety at Work Act, to ensure that everyone who is responsible for any part of the workplace or any activity, takes all practicable steps to:

- Ensure employees are safe at work.
- Identify and manage all hazards in the work environment.
- Eliminate, isolate or minimise employees' exposure to significant hazards.
- Ensure the Health & Safety Co-ordinator receives reports on any hazards, potential hazards, accidents or "near misses".
- Involves employees in developing procedures for identifying and managing hazards in the organisation - including emergency plans.
- Inform employees about the hazards and the results of any monitoring of their health or the work environment.
- Where employees are still exposed to significant hazards, minimise and monitor their exposure to the hazard.
- Ensure employees receive adequate training to enable them to work safely, and/or have them supervised by a qualified person until they are properly trained.
- Ensure that employees do not harm other people while at work.
- Build health and safety responsibilities into job descriptions and performance agreements, and appraise these during performance assessments.
- Encourage staff to make suggestions for safety improvements.

RESPONSIBILITIES OF INDIVIDUAL EMPLOYEES:

It is the responsibility of every employee of the College to:

- Take all practicable steps to ensure their own health and safety and that of other people.
- To immediately report all hazards, accidents and incidents to the Health & Safety Co-ordinator so these can be recorded and investigated with the aim of reducing hazards.
- Gain and employ a thorough knowledge of safe working practices and the precautions to be taken and strive to make their workplaces as safe as possible. This includes participation in health and safety programmes as required.

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RESPONSIBILITIES OF THE HEALTH & SAFETY CO-ORDINATOR:

A Health & Safety Co-ordinator is to be appointed to administer health and safety responsibilities for Macleans College.

The Health & Safety Co-ordinator's responsibilities are to:

- Ensure maintenance of a register of hazards and *copies* of all reported accidents.
- Advise management and staff on safety issues.
- Investigate accidents and incidents as required, co-opting assistance from the school nurse if appropriate.
- Ensure first aid cabinets are properly equipped and suitably located.
- To ensure that appropriate staff carry out the prescribed programmes for safety inspections.
- Monitor the implementation of preventative measures.
- Inform new staff on safety matters
- Provide a communication channel between staff and management on health and safety issues.
- Facilitate and promote staff involvement in health and safety issues.
- Act as the Board's representative and co-ordinate health and safety issues with other aspects of College quality management.
- Provide accident related forms and information, and ensure the correct procedures are followed.
- Disseminate information about health and safety
- Co-ordinate health and safety matters
- Attend health and safety seminars and meetings as deemed appropriate
- Forward accident reports to OSH as prescribed by the Health & Safety at Work Act 2015

The name, telephone number and email address of the Health and Safety Co-ordinator must be printed on the internal telephone directory.

RESPONSIBILITIES OF THE SCHOOL NURSE:

The school nurse will:

- Maintain a "*Accident Register*" ensuring *copies* of all reported accidents are forwarded to the Health & Safety Co-ordinator.
- Assist and investigate accidents and incidents, co-opting assistance from the Health & Safety Co-ordinator if required.
- Ensure first aid cabinets are properly equipped and suitably located.

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RESPONSIBILITIES OF THE HEALTH AND SAFETY COMMITTEE:

The Health and Safety Committee will consist of:

- The member of the Senior Management Team responsible for Health & Safety
- The member of the Senior Management Team responsible for EOTC and Sport
- Health and Safety Co-ordinator.
- A Laboratory Technician
- A senior member of the PE Faculty
- A senior member of the Science Faculty
- A senior member of the Technology Faculty
- A member of the IT Department
- The Sports Co-ordinator
- School Nurse.
- A Property Maintenance representative
- A Grounds Staff representative
- Secretary – Administration Secretary – Administration Representative
- A member of the Drama Department responsible for Auditorium management

The role of the Safety Committee is to:

- Advise senior managers on health and safety policies in the College.
- Set and implement annual health and safety goals and objectives in consultation with senior managers.
- Monitor the effectiveness of health and safety practices in the College.
- Monitor accidents, incidents and the implementation of preventative measures.
- Promote staff involvement in health and safety issues.

The Committee is to meet at least once every month, or in response to need.