

SECTION NO: 1100

POLICY NO: 1129

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TITLE: **SAFE SCHOOL POLICIES**

ISSUE NO: 2

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Health and Safety Key Guidelines for At Risk Areas in the School

All staff must be fully aware of the Health and Safety policies and procedures in the school.

All of these are on the Intranet. These policies and guidelines apply to all areas and all staff in the school but have particular relevance to the following:

- Technology
- Science
- Physical Education
- Sports
- Grounds and Maintenance
- Caretaking

All staff MUST

1. Ensure staff and students are aware and follow safe practices at all times
2. Ensure all classes and students are actively supervised at all times
3. Respond to any accident or mishap immediately
4. Report any accident or mishap to the Head of Faculty (or immediate supervisor) and Health Centre and fill in the appropriate documentation.
5. Report any potential hazard to the Health and Safety Committee and Head of Faculty (or immediate supervisor).

SAFE PRACTICE means

1. Training all staff and students in the correct and safe use of all equipment, materials and machinery according to all national standards.
2. Being able to respond to emergencies or accidents in the appropriate manner.
3. Never leaving any student(s) unattended in the workplace.