

### **National Administrative Guideline 5**

Each Board of Trustees is also required to:

- i. Provide a safe physical and emotional environment for students;
- ii. Comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

## **Devonport Primary School Health and Safety Policy**

### **Rationale**

The aim of the Health and Safety Act is to prevent harm to all who attend our school and requires the school's Board and management to take all practical steps to protect students, employees and others.

To this end Devonport School will take all practicable steps to ensure a safe and healthy learning environment for staff, students, visitors and contractors by complying with relevant legislation, standards and codes of practice and provide such information, training and supervision needed for this purpose.

### **Guidelines**

1. All staff, visitors, contractors and students are required to take all practical steps to ensure their own safety and that no action or inaction on their part causes harm to others.
2. The school will take all practical steps to identify, control and manage potential hazards, provide information on hazards and investigate any accidents.
3. The staff, union representatives will be consulted on health and safety management. If any employee or other becomes aware of a potential hazard they must report this to the principal or the Health staff representative.
4. The school will have effective procedures for management of student and staff safety and welfare, emergencies, providing orientation, training and supervision for all staff, the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors, and accurate recording and reporting of injuries.
5. The school will plan and provide ongoing programmes to maintain awareness and the employment of agreed procedural guidelines as well as ongoing review and evaluation.
6. The Board of Trustees and management are committed to continuous improvement in health and safety, support for the safe and early return to work of injured employees, ongoing evaluation, review and updating of our compliance with health and safety requirements and legislation and involvement of staff, students and school community in Health and safety programmes

### **Procedures**

1. Emergency Management
  - Earthquake
  - Fire Drill
  - Traumatic Incident Response
  - Other emergencies
2. Hazard management
3. Sickness, Injury and Accidents
  - Illness and accidents
  - Administering medicine
  - HIV
  - Blood handling
4. Health education
  - Road safety
  - Alcohol and drug education
5. Health and safety of staff and students
  - Shady school
  - Immunisation register
  - Absences from school
  - Custodial access
  - Pastoral care
  - Duty
6. Child Abuse
7. Transporting students
8. Parent involvement
9. Outside private tutors and One day school
10. Adult/ pupil contact
11. Use of the Internet
12. Cross cultural awareness
13. School behaviour and discipline
14. Food
15. Bullying
16. Pool use
17. Health and Safety of contractors and visitors
  - Contractors and visitors
  - Animal welfare
18. EOTC
19. Plan, staff participation, information and training
  - Health and safety team
  - Staff well being
  - Plant and machinery
20. Smokefree policy

**This policy will be reviewed annually**