

HEALTH & SAFETY

Reviewed 22.05.09 (Donal, Alan, Hine, Shirley)

Reviewed 19.09.11; Reviewed May 2014 (Tracy/Donal) Reviewed 29.02.2016 Richard White, Donal McLean

ACTION

1. To provide a safe, clean work environment.
2. To establish safe methods and safe practices and to educate staff and children about these methods and practices.
3. To comply with legislative requirements.

GUIDELINES

1. General

- a. Employees will be provided with basic health and safety rules.
- b. Advise employees of hazards in their work and how to avoid or deal with these hazards.
- c. Provide employees with information on the safe storage and handling of chemicals at the time of use of chemicals.
- d. Record and investigate all injuries occurring in the workplace.
- e. Provide an effective emergency evacuation procedure to cope with all likely emergencies.
- f. Carry out regular inspections to identify potential health hazards and take all reasonable steps to remove or reduce them. Include in the Hazard Register.
- g. *Staff are not to wash or clean up soiled children. Parents/caregivers will be notified and asked to come to the school to clean them up or take them home to do so. If this is a regular occurrence (more than once a week) then parents/caregivers, along with the support of the Public Health Nurse, will be asked to keep their child at home until the child is consistently dry and clean. The school will offer support if parents/caregivers wish to receive this. It is imperative that teachers keep a record of such occurrences.* (Also refer to Medical Issues Policy)
- h. Provide sufficient training in the use of equipment or machinery being used by students when necessary.
- i. An accident register will be maintained detailing accidents involving both staff and students.
- j. The principal will report to the Board any accident involving serious injury which occurs in the school or during an off-site school activity.
- k. All staff are to abide by any and all child custodial issues, with no children being removed from the school by any non custodian. Parents/Caregivers are expected to keep the school informed of any changes to any custodial rights. It is imperative that all staff remain familiar with the routines for children leaving the school grounds as detailed at length in the staff admin book.
- l. Staff to report any hazards to the Principal.

2. Safe Practices

- a. The safe use by children of equipment both within the school and in the school grounds will be promoted through both instruction and example.
- b. The Principal and Caretaker will carry out regular inspection and maintenance of buildings, equipment and grounds.
- c. Any deficiencies, which could constitute a potential hazard, will be dealt with promptly, and if not, include it within the Hazard Register.
- d. Hazardous chemicals, equipment and machinery will be stored and used in such a way to minimize danger. Their use during school hours will be discouraged. Disposal of rubbish will be carried out in a safe manner.

- e. Use of litterbins and collection facilities within the school and the grounds are to be encouraged for reasons of health and to develop a responsibility and respect for the environment.
- f. Emergency and evacuation routines will be instructed and practised once per term.
- g. It will be a requirement *for at least three permanent teaching staff and school support staff to hold a current First Aid Certificate*. The Office manager will be one of these three. The school will cover the cost of the course.
- h. A teacher on duty will control before and after school road crossings.
- i. All Parents who volunteer as walking school bus drivers and conductors will be trained and attend a review meeting at least once a year.
- j. Road markings will be maintained in the car parks.
- k. The swimming pool will be fenced and locked at all times.
- l. No child will retrieve a ball from a neighbouring property. The child will report the loss to the office who will action the retrieval via the Caretaker.
- m. No child will leave the school grounds during the school day without permission from the Principal.

3. Behaviour Management Programme

- a. This programme is detailed within the Staff Administration Booklet.
- b. The behaviour management programme will be discussed, developed and documented according to the needs of each class. The classroom rules, rewards and consequences will be established and displayed in each room. This is in addition to the school wide "Fruitvale School- Discipline Policy".
- c. Playground behaviour will be monitored.
- d. Senior teachers will be informed of any children with behaviour difficulties.
- e. Parents/caregivers, if necessary, will be involved when a child's behaviour is causing concern to enable their cooperation.
- f. Behavioural plans and procedures will be followed when dealing with behaviour causing concern.
- g. Referrals to other agencies will be made for children with severe problems.

4. Guide for Contractors

- a. This full policy will be given to contractors upon their "signing in" at the reception.
- b. Health & Safety Officer is the Executive Officer, Serge Santiromito. If unavailable refer to the Principal or Deputy Principal.
- c. Hazards at Fruitvale School – a list of identified hazards in the school grounds will be given to all contractors upon arrival at the school for the first time.
- d. Accident – In the event of an accident or an emergency please report to the Health & Safety Officer.
If First Aid is required, assistance is available at the medical room which is situated in the Admin block.
- e. Safety for Children and Staff – notification must be made to the school if there will be any dangers arising from the work being undertaken. Necessary precautions must be taken to ensure the safety of the children and staff. This includes the parking of vehicles.
- f. Appropriate conduct is expected at all times by contractors when in the school grounds. The Non- Smoking policy must be respected and polite language used.