

POLICY: HEALTH & SAFETY

Rationale:

The School / Board of Trustees is committed to a safe and healthy environment for staff, students, associated personnel and outside visitors.

Purposes:

1. To provide a safe and healthy learning place, safe equipment, appropriate materials and through a consultative process to establish safe practices.
2. To ensure all outside school activities are conducted in a manner which recognises the health and safety of staff, students and associated personnel.
3. To ensure all vehicles used by the school (on and off the school grounds) meet with road safety standards.
4. To ensure offsite facilitators provide a Health and Safety commitment.
5. To ensure the positive wellbeing of RLHS School Community.

Guidelines:

1. That staff and the Board of Trustees recognise their responsibility towards their own safety, the safety of staff and students in their care and that no action (or inaction) on their part causes harm to any other staff member or student. This includes staff and student wellbeing.
2. Staff are responsible for facilitating a safe environment for themselves, students and associated personnel in the school.
3. Staff are actively encouraged to be given training in Health and Safety concerns.
4. The Board of Trustees, in consultation with staff and associated personnel, identify and assess hazards and establish methods to eliminate, isolate, or minimise those hazards.
5. To develop procedures for dealing with emergencies that may arise.
6. A Health and Safety Committee will meet at least once a term and provide a report to the Board of Trustees Audit Sub Committee after each meeting.
7. All accidents causing any injury or serious harm are reported and recorded in a register of accidents held in the school's main office.
8. All departments are responsible for setting out their own Health and Safety procedures (as set by the Health and Safety Committee). These are to be submitted to the Health & Safety Committee.
9. Students should be encouraged to follow safe practices and be aware of the school emergency procedures.

10. Any new hazards or safety issue must be reported to management whose responsibility it is to then alert all personnel who are within the school.
11. The Health and Safety Policy is to be continually reviewed by management and staff as part of the ongoing observances of the practices outlined.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (NOV 2021)

DATE CONFIRMED: 27 November 2018