



SCHOOL HAZARDS PROCEDURE

RATIONALE

To provide and maintain a safe and pleasant environment for the staff, students and school community.

GUIDELINES

- The Board of Trustees will make every effort to provide a safe, well maintained, attractive and functional learning environment.
- Ensure everyone is familiar with Health and Safety provisions for recognising and avoiding hazards.
- A regular check is done for hazards in the school.

PROPERTY & HAZARD MANAGEMENT

(WORKPLACE HEALTH & SAFETY)

- ☐ Day to day administration and implementation of decisions related to the recognised needs is the responsibility of the Principal. The caretaker has the responsibility for preventative maintenance and to alert the Principal to matters requiring attention.
- ☐ A workplace health and safety committee consisting of the Principal, 2 trustees, the caretaker and the H/S staff member meet on a termly basis to discuss and plan for hazard mitigation.

This committee advises and ensures:

- Hazards are managed, identified, decided which are significant and taken action to deal with them.
- Regular checks are made that the school has dealt with hazards effectively.
- Checks for hazards when there is new or changed equipment or procedure.
- Inform contractors of hazards and ascertain what hazards they bring into the school.
- Provide a workplace introduction (induction or orientation) that includes health and safety for new employees.

- Provide staff with adequate health and safety information and training, and supervise staff until they can work safely.
- Have emergency procedures and equipment in place.
- Staff report incidents and injuries to the committee for investigation.
- If applicable support injured staff to stay at work (safely) or to return as soon as possible.

This ensures the school complies with the law that says there must be a systematic approach for dealing with hazards.

There are three parts to this:

1. Identify all the hazards in the school.
2. Identify the significant hazards. Work out which ones need immediate attention and which are of a lesser concern.
3. Take action to deal with the hazards – remove them or at least reduce their impact.

When these things have been done the committee:

1. Reviews the situation regularly.
2. Adapts processes as new things/equipment and people are brought into the school.

RESPONSIBILITIES OF EMPLOYEES WITH REGARD TO HEALTH & SAFETY

- Keep work areas clean and tidy.
- **Ensure hung classroom displays are well above adult eye level.**
- Use proper containers for the disposal of rubbish.
- Store materials, equipment and electrical equipment properly.
- Follow instructions provided on the use of equipment and handling/storage of chemicals.
- Report in writing any actual or potential health/safety hazards to the Principal or caretaker.
- Report all accidents or incidents where someone was or could have been injured to the Principal as soon as you can.
- Wear protective gloves when administering First Aid and report to the Principal any body fluid contact as soon as possible.
- Take all practical steps to ensure that you are safe at work and that you do not harm other people.

Review Responsibility: *Board Chairperson, Board Property Person, Caretaker & Principal*

Date Confirmed: 13 May 2021

Principal: *Karla Mitchell*

HAZARDS CHECKLIST

General

Date checked

1	Everyone is familiar with Health & Safety Procedures	
2	A regular check is done for hazards in the school	
3	Flooring and non-slip surfaces are maintained and safe	
4	All hard-court surfaces drain freely	
5	Stairs, steps and non-slip surfaces are maintained and safe	
6	Handrails are maintained and safe	
7	All furniture is maintained and safe	
8	Storage of stationery and school equipment is safe	
9	Car park area is safe	
10	Drop off and collection points for students in cars are safe	
11	Storage of chemicals is safe and secure	
12	Storage of cleaning materials is safe	

Facilities

1	Lighting	
2	Electrical plugs, switches, cords, etc.	
3	Electrical wiring	
4	All electrical appliances are checked	
5	Staff facilities	
6	Hot water supply for cleaning is safe	
7	Storage, preparation and handling of food	
8	Windows meet minimum requirements (MoE circular)	

Equipment

1	Equipment stored safely when not in use	
2	Computers and keyboards – prevention of strain and backache	
3	All staff understand safe work practices	
4	New staff are trained in safe work practices	

Emergency systems

1	Evacuation procedure is displayed	
2	Regular evacuation drills are carried out	
3	Emergency exits labelled clearly	
4	First Aid kit checked	
5	Disability register checked	
6	Alarm system checked	
7	Post emergency plan operation	
8	Appropriate fire extinguishers are available for differing fires	

Grounds

1	Check on all adventure playground structures	
2	Check on all ropes, swings, chains, seats, etc.	
3	Check on all surfaces under high impact structures	
4	Are there any holes, tomos or obstacles to cause injury on the playing field	
5	Sandpit covered and free from animal deposits	
6	Rubbish disposal – check on rats or mice	
7	Trees, shrugs likely to cause accidents, injury.	
8	Fence and gate are safe and secure	



SCHOOL SAFETY AND HAZARDS INSPECTION RECORD

Month: _____

Equipment/ area	Date identified	Problem	Action taken	By whom?	Date corrected

Instructions:

- Enter all health and safety issues when identified in the first three columns
- Notify the Principal of any new additions and report the same to the next staff meeting
- Principal to forward a copy of this sheet to the monthly Board of Trustees meeting
- Details of who is responsible and the action taken to be entered by the Board of Trustees or the Principal
- When the safety issue has been rectified, the date is to entered in the last column and a line drawn through the whole line
- Copies are to remain in the staffroom or office until all remedial actions are completed and then filed in the office in the safety file.

POTENTIAL HAZARDS

1. Blood and other body fluids – do not touch
2. Spillages
3. Slippery floors
4. Slamming doors
5. Protruding nails
6. Splinters
7. Unsafe equipment
8. Unsupervised electrical equipment
9. Concrete cracks and uplifts
10. Any other situation which may cause harm to a person