



5.17 Managing Hazards

Guidelines

1. The Board of Trustees recognises its responsibility to take all practicable on-going steps to reduce hazards and potential harm to employees caused by hazards or hazardous practices in the work place.
2. Everyone is responsible for safety in the workplace.

IDENTIFICATION OF HAZARDS

3. A hazards register will be developed and reviewed annually and submitted the Board.
4. A Health and Safety Monthly Report will be submitted the Board. This report will have input from staff, parents, students. The report will also be passed to the caretaker and Executive Officer to review, update and action recommendations.
5. A register of hazardous substances used in the school is kept in the school office noting appropriate treatment.
6. A Health & Safety in the Workplace Committee including a Senior management team member and staff members will meet twice a term to assist in the identification of hazards and hazardous practices in the workplace as well as developing controls to manage, isolate and/ or eliminate those hazards.
7. The committee will also seek information from staff of any additional hazards they may have identified. Staff will also be expected to suggest ways to mitigate these hazards and work with the committee on these.
8. Necessary steps will be taken to ensure staff are trained in identifying hazards and who to report them to. Training will also be given to staff to ensure safe work practices.
9. Accidents and near misses will be investigated by a member of the Health and Safety committee and checked for hazards that may have contributed to the accident and will suggest remedies to the committee group.
10. The school will undertake regular compliance checks on electrical gear and gas appliances.
11. The school will also see regular audits on aspects of safe practice and hazard management.
12. The caretaker will monitor all playgrounds each week for damage and potential hazards (e.g. glass on circuit, cut ropes, structural damage) and organise six- twelve month surveys to ensure the equipment is safe and properly maintained.
13. All effort will be made to immediately eliminate hazards identified through the above procedures. Where this is not possible the school will isolate or minimise the hazard for longer term mitigation action.
14. Children with specific disabilities are provided access to buildings through the MOE funded accessibility for pupil's scheme.
15. All vehicle drivers will need specific permission from the principal to enter the grounds. This is in part for safety reasons but also because some areas of the school are not able to sustain the weight of heavy vehicles.
16. For these reasons, the movement of vehicles is generally to be limited to designated parking areas. When other access is required and agreed, vehicles are to be moved under the supervision of an adult outside the vehicle and someone other than the driver. This person will have full visual contact with the driver. Wherever possible, vehicles will only enter the school site outside of school hours.