

Environmental Health and Safety Procedures

PURPOSES

- To promote a school environment that is safe and healthy for all students, staff and visitors
 - To ensure safe practices are followed in all school activities
 - To meet the requirements of the Health and Safety Act 1992
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1. All complaints received will be systemically dealt with in order to maintain a school culture of openness, honesty and fairness
 2. All other complaints relating to Board decisions and policy, Board members, the Principal and Health and Safety issues not specific to an employee, should be directed to the Board Chairperson in writing.

GENERAL PROCEDURES

1. The buildings, equipment and grounds will be maintained in a safe and healthy order and monthly and annual checks will be made and records maintained. The Property Manager will present monthly to the Board of Trustees a report identifying any hazards.
2. An accident and incident register will be maintained.
3. The Property Manager will be responsible for all cleaning and maintenance issues.
4. Staff and students are expected to assist in the maintenance of a clean and tidy school environment.
5. The school will adopt sun safe practices.
6. Staff will supervise the use of sports equipment (eg gym gear, bats).
7. The school will be a smoke free environment and therefore there will be no smoking on school property.
8. Alcohol will only be permitted when no students are present and at the discretion of the Board of Trustees.
9. Only healthy food will be provided by the school and high standards of food hygiene will be maintained.