



## **Kaeo School Health and Safety Policy**

**Kaeo School will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.**

This is achieved by:

1. All staff having individual responsibility for health and safety and being informed of, understanding, and accepting their responsibility for minimising or eliminating the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of our monitoring their work area.
2. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management.
3. Ensuring union and other employee representatives are consulted regarding health and safety management.
4. Ensuring schools have an effective method for identifying hazards. Significant hazards will then be controlled by eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people and minimising the effects of hazards, if they cannot be practicably eliminated or isolated
5. Creating and maintaining a safe working environment. This includes providing facilities for staff health and safety at work.
6. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
7. Providing appropriate orientation, training and supervision for all new and existing staff
8. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors
9. Accurate recording, reporting and investigating of injuries.
10. Board of Trustees commitment to continuous improvement in health and safety
11. Board of Trustees commitment to comply with all relevant health and safety legislation

- 12. Supporting the safe and early return to work of injured employees
- 13. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.
- 14. Including safety topics, ranging from personal safety, to hygiene, to road safety etc in classroom programmes.

Principal ..... Chairperson .....

Date 2023

Review 2026