



# Greenmeadows Intermediate School

## HEALTH AND SAFETY GUIDELINES

Greenmeadows Intermediate School will take all practicable steps to ensure the safety of staff, students, visitors and contractors while on the school premises or when involved in school related visits/business off site. This will be achieved by complying with relevant health and safety legislation, standards, and codes of practice.

### **The safety of staff, students, visitors and contractors will be achieved by:**

1. **All staff** taking individual responsibility for health & safety matters:
  - Being informed
  - Understanding issues
  - Accepting responsibility for eliminating or minimising the potential for harm to people both in the workplace and during off site visits/trips.
  - Ensuring all required safety procedures are adhered to when staff, students and volunteers are involved in Education Outside the Classroom activities.
2. Ensuring employees and union are consulted on health and safety management. The consultation process should take place through the Health & Safety committee, which is to be made up of:
  - Staff representative (elected by union members)
  - Principal
  - Deputy Principal
  - Property Manager
  - Board of Trustees representative
3. Ensuring there is an effective method for identifying hazards within the school or during off site visits/trips. Significant hazards will then be controlled by:
  - Eliminating or isolating any hazard likely to cause harm to staff, students or other people
  - Minimising the effects of hazards, if they cannot be practicably eliminated or isolated
4. Creating and maintaining a safe working environment. This includes providing facilities for staff health and safety at work.
5. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
6. Providing appropriate orientation, training and supervision for all new and existing staff.
7. Ensuring Parents/Whanau are informed of systems and procedures in place to support the safety and well-being of students while they are at school.
8. Having effective procedures in place to support the safety of all visitors & contractors.
9. Having effective procedures in place for accurately recording, reporting and investigating injuries.
10. The Board of Trustees commitment to continuous improvement in health and safety and compliance with all relevant legislation
11. Supporting the safe and early return to work of injured employees
12. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.