

POLICY HEALTH AND SAFETY RATIONALE

Refer [Health and Safety at Work Act 2015 \(HSWA\)](#). The [regulations](#) sit alongside the Act and provide information on what's required to ensure that all those with responsibility to do so comply with the legislation.

Providing a healthy and safe work environment at Bombay School is everyone's responsibility. This includes the board of trustees, the principal, staff and parents.

PURPOSES

- To develop the school site as a safe working environment as required by the [Health and Safety at Work Act 2015 \(HSWA\)](#)
- To continually identify and modify hazardous environments and activities so as to help reduce the frequency of accidents and injuries.
- To develop systems of regular monitoring and reviewing of all aspects of the programme.
- There are specific responsibilities for specific roles. The board of trustees, as the [Person Conducting a Business or Undertaking \(PCBU\)](#), has the [primary duty of care](#) to ensure that individuals (eg staff) are kept safe as far as is [reasonably practical](#).
- The board also needs to consider any other persons who may be affected by health and safety risks. "Other persons" include parents, visitors, casual volunteers and the general public. They do not include anyone who is on the premises unlawfully.
- Individual board members, including the principal, are [officers](#) and are responsible for exercising [due diligence](#) to ensure the school is meeting its health and safety obligations.
- The board needs to ensure that it has a health and safety policy in place and seek assurance from the principal that the school has appropriate procedures and resources in place to meet the policy expectations. Policy reviews will support the board, ensuring that expectations are being met.
- In addition, principals and staff, as [workers](#), must ensure that anything they do or don't do in the [workplace](#) doesn't adversely affect the health and safety of others in the school.

Guidelines :

1. The [Health and Safety at Work](#) booklet will be distributed (via PDF email) to all staff.
2. The [Health and Safety at Work](#) booklet will be added into job descriptions as

of March 2017.

3. The link to [Hazard's Register](#) will be distributed to all staff as of March 2017. Also included in team minutes.
4. The link to the [Bombay Health and Safety Manual](#) will be distributed to all staff as of March 2017. Also included in team minutes.
5. The board of trustees, as the [Person Conducting a Business or Undertaking \(PCBU\)](#), has the [primary duty of care](#) to ensure that individuals (eg staff) are kept safe as far as is [reasonably practical](#). The board also needs to consider any other persons who may be affected by health and safety risks. "Other persons" include parents, visitors, casual volunteers and the general public. They do not include anyone who is on the premises unlawfully.
6. Individual board members, including the principal, are [officers](#) and are responsible for exercising [due diligence](#) to ensure the school is meeting its health and safety obligations.
7. The board needs to ensure that it has a health and safety policy in place and seek assurance from the principal that the school has appropriate procedures and resources in place to meet the policy expectations. Policy reviews will support the board, ensuring that expectations are being met.
8. In addition, principals and staff, as [workers](#), must ensure that anything they do or don't do in the [workplace](#) doesn't adversely affect the health and safety of others in the school.
9. Parents, visitors and [volunteers](#) are also responsible for ensuring that they take reasonable care of their own and others' health and safety.
10. All staff are aware of their responsibilities in regard to the health and safety of all children in the school and know and understand the procedures to follow when accidents or injuries occur. An accident register is kept
11. Relevant information is to be recorded about the health of every child and a copy of this kept in the office for easy access by relevant people. Details of allergies, medication requirements, custodial arrangements, etc need to be recorded
12. That a close liaison with the Public Health Nurse be maintained so children of concern regarding their health, etc can be monitored.
13. That procedures for dealing with accidents and injuries are established for staff as part of the Health and Safety Manual. The Secretary and receptionist are the main providers.
14. That all teaching staff are trained first-aiders.
15. That Health, PhysEd and Outdoor education programmes reflect this concern for safe procedures and healthy living. RAMs forms are given to the principal one week prior to the event.
16. Safety Procedures for contractors working at Bombay School are listed separately.
17. Hazards will be identified by physical inspections of site, buildings and equipment.
18. Emergency procedures will be displayed throughout the school, with emergency drills taken each term.
19. Contractors and staff will make full use of protective clothing.
20. The board will ensure that training is available in safe practices and safe use of equipment.

[Other relevant legislation](#)

[Workplace/Worker](#)

[Volunteer](#)

[Person Conducting a Business or Undertaking \(PCBU\)](#)

[Officer](#)

[Primary duty of care](#)

[Due diligence](#)

[Reasonably practical](#)

[Culture change](#)

[Worker engagement and participation](#)

[Risks and hazards](#)

[Notifiable event](#)

[Emergency preparedness](#)

[Remote or isolated work](#)

[First aid at work](#)

[Asbestos](#)

[Education outside the classroom \(EOTC\)](#)

[Workplace bullying](#)

[Offences and penalties](#)

[Additional information, resources and professional development](#)

Next Review : March 2018