



Policy Glendowie School

Health and Safety Policy/Procedure: Risk Management

Policy and Procedure

This policy should be read in conjunction with the Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers which clearly outlines Health and Safety responsibilities.

Purpose

Risk management is the cornerstone of the Health and Safety at Work Act 2015. It allows the board to perform its primary duty of care, as far as reasonably practicable, to its workers and others. The purpose of this policy is to explain how we manage risks effectively in the school environment and work carried out by the school. Reducing hazards around the school will be a priority. The reports on injuries that have occurred around the school will be used to identify these hazards. In addition the school community will be encouraged to report hazardous environments and activities, so that modifications to reduce injuries can be made promptly.

Guidelines.

For each injury that requires a referral beyond the school to worksafe then the online forms of Notifiable Death, Injury or illness form will be filled in or Worksafe can be contacted at 0800030040. This will happen as soon as possible after the accident/ illness. This will be filled out by the person who had the most knowledge of the happening and signed by the principal.

For a serious incident that requires notification to worksafe then the online form Notifiable Incident form will be filled in as soon as possible after the incident or Worksafe can be contacted at 0800030040.

If an injury is significant but doesn't require a form sent to work safe then the school Accident/ Incident for Non Worksafe Referrals form will be filled out. This will be filled out by the person who had the most knowledge of the incident.

The principal's report to the BOT will identify worksafe referrals. The property manager's report will report on hazards and reducing hazards.

Our accident book in the sick bay will cover minor injuries e.g. bruising, grazes, minor cuts, prickles, strains, minor rashes, nose -bleeds etc

Staff have an accident book to fill in showing the injury, workplace illness, or a near miss incident. The employee needs to see the principal, or property manager or principal secretary about filling in the book so action can be taken

Staff will be trained and have current worksafe first Aid qualifications/ or be a qualified First aider. This will include all office staff, property manager and teachers associated with taking sports trips

There will be an effective method of identifying and assessing the significance of existing and potential hazards to employees and students . The school will take all practicable steps to eliminate, isolate or minimize identified hazards

New hazards will be identified(if possible before they arise and added to our hazard registry)

Scope

This policy applies to and is to be followed by all of our workers and others in the workplace. This includes all members of the school's leadership team, workers, students, contractors, temporary workers, volunteers and visitors.

The board will consult, cooperate and coordinate with other duty holders on matters when there are overlapping health and safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist in other workplaces.

The board will keep a risk register and record information from the risk management process. This register will be kept in the BOT room and a copy in the Property Manager's office. For each identified hazard, the following information will be recorded:

the harm the hazard could cause

the likelihood the harm would occur

the level of risk

the effectiveness of current controls

what further controls are needed will be discussed at the time of review

how the controls will be implemented – by whom and by when

review date

How do we manage health and safety risks effectively?

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this, we will manage health and safety risks effectively. The four steps below describe how we do this.

1. identifying hazards: finding out what situations and things could cause death, injury or illness
2. assessing risks: understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening
3. controlling risks: implementing the most effective control measures that are reasonably practicable in the circumstances
4. reviewing control measures: ensuring control measures are working as planned

Roles and Responsibilities

Everyone has a part to play in managing risk effectively.

Officers

- ensure workers and others know about health and safety risk processes and procedures
- ensure that workers receive the right health and safety risk training and are aware of the risks on induction into the work area
- hold and maintain the risk register for the work group
- inform 'others in the workplace' of any known risks and controls in place

- assess risks that are reported to you
- consult with workers on the most effective controls to manage the risks. regularly
- review and monitor risks and the controls that are in place

Workers – (employees, temporary workers, contractors, volunteers)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- report any risks to their relevant school leader, including those that have already been eliminated
- seek support from the health and safety representative on health and safety risk matters if required
- comply with this policy and procedures in the workplace
- comply with any reasonable instruction in relation to risks given by the board or the PCBU they are visiting
- inform others of known risks
- may cease or refuse to carry out work if they believe the work would expose them to a serious risk

Health & Safety Representatives

- represent workers on health and safety risk matters
- promote the interests of workers who have raised health or safety risks
- monitor risk controls undertaken by the board
- investigate complaints from workers about health and safety risks
- after first consulting with the relevant school leader, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable
- direct workers to cease work if they believe the work would expose them to a serious risk

Others – (visitors, students, parents etc)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- comply with any reasonable instruction given by the board in relation to risks

Review

This policy shall be reviewed every three years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

Approved Board of Trustees Meeting 17/05/2016



Signature of Chairperson

Reviewed / /

Best Practice Employee Participation Scheme

Annually review our Environmental hazards .. staff meeting including First Aid Procedures, EOTC, Evacuation Procedures

Ensure all new staff have been included and are aware of health and Safety (Part of management induction at the beginning of the year and also information available in the induction folders)

Revise with staff the chart re accidents, incidents, and hazard management

Health and safety Employee representatives at the first staff meeting of the year introduces themselves and explains how to report a hazard

At the first staff meeting the Accident/ Incident book is shown to staff

Hazard notices to be kept in a box in the property managers cubby hole

Before each BOT meeting the health and safety representatives meet or communicate with the BOT health and safety committee to address any hazards/ concerns