



## **Policy Glendowie School Safety Induction, Training and Information**

### **Policy**

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:**

To provide NEW workers with information and training in health and safety, including their responsibilities and rights to a safe and healthy workplace.

Health and safety is everybody's responsibility. Effective health and safety management requires the involvement of all school workers.

### **Induction**

Workers: At the beginning of each school year all new workers will have a school induction arranged by their principal/or member of the management team. The induction folder will have a copy of these health and safety policies in it

This will include the identification of:

- risks and hazards within their work area
- appropriate risk control procedures
- relevant school health and safety policy and procedures for reading
- emergency procedures (sight first aid room, fire alarms and fire fighting equipment, emergency exits)
- an introduction to the Health and Safety Representative and those trained in first aid.

The principal/relevant school leader is responsible for ensuring the workers induction checklist is completed.

### **Health and Safety Training**

Compulsory health and safety training for all workers includes:

- fire drills
- computer health and safety
- harassment and bullying prevention
- other training as directed by the principal, necessary to ensure risks associated with specific work are managed in a safe manner.

### **Optional training available, relevant to specific work areas and/or potential hazards:**

- First Aid (to be approved by principal). All administration and Office and workers should be trained in first aid including the property manager and those staff identified through sports commitments
- Back care/manual handling
- CPR at time of First Aid training. This is also given to our Year 8 students
- The pool company gives individual training around the care of the pool to the caretaker and property manager

## **Contracted workers**

### **Induction:**

The principal/property manager, health and safety representatives :

- provide health and safety induction, as appropriate, including: hazards and controls within their area and scope of work
- a walk-through of emergency procedures
- relevant school health and safety policies and procedures

## **Service, maintenance and construction contractors**

The principal/ property manager will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on contractor health and safety.

## **Criteria for Health and Safety Trainers**

To ensure our workers and external trainers have appropriate qualifications and experience to teach Health and Safety in their field of expertise. It is the responsibility of the principal to check the following:

- Qualifications of the trainer
- Industry Experience
- Current competency and registrations
- Person specifications for the role, as described in the position description/profile and expectations for each worker

## **Monitoring**

- Completion of training is reported and recorded
- Principal or nominee monitors renewal/refresher needs for First Aid and Fire Warden training

## **Review and assessment**

The effectiveness of information and training programmes will be assessed at the same time as health and safety components of the Annual Plan. The assessment needs to determine whether:

- Programmes are effective and still appropriate
- Any updates are required
- Further topics should be added.

Individual training needs can be reviewed, in consultation with worker, when professional development and job training plans are updated.

## **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 17/5/2016**

**Signature of Chairperson :**



Reviewed: \_\_\_/\_\_\_/\_\_\_