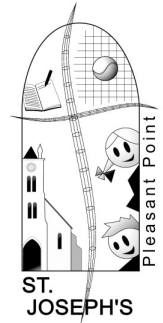


**ST JOSEPH'S SCHOOL
PLEASANT POINT**



SAFE ENVIRONMENT PROCEDURES

RATIONALE:

To provide for the safety and welfare of pupils and staff.

To minimise risk of harm to pupils and staff.

To meet obligations under the health & Safety in Employment Act 1992 and the Health & Safety Code of Practice

GUIDELINES:

Physical Environment

1. The school environment should be kept safe from dangerous structures, health hazards and toxic substances.
2. When any plant or equipment is in doubtful condition it must not be used. It will be treated as a hazard, and the principal must be informed. The principal will determine if the item is to be repaired or written off.
3. All staff working on the site shall be advised of the significant hazards and how to eliminate, or if this is not practicable, to isolate, or again, if this is not practicable, to minimise the hazard.
4. Students and volunteers will be advised of the significant hazards.
5. New staff, visitors and contractors will be advised of the significant hazards before working on the site.
6. Induction of new staff will include health and safety expectations and measures.
7. All hazardous and toxic substances will be kept in original containers and kept in a locked cupboard.
8. All cleaning materials will be kept in original containers kept in a locked cupboard.
9. Cleaning materials kept in classrooms will be kept in a place inaccessible to students
10. Any sprays used must be approved for use on a school site and the applicator must follow the manufacturer's recommended application procedures including the wearing of appropriate safety garments.
11. The use of chemical sprays will be confined to times when there are no students on site.
12. Reports of accidents, serious near misses and hazardous incidents within the school will be recorded in the accident and/or hazards register. Full investigations will occur as necessary with preventive measures put in place to minimise re-occurrence of injury or incident.
13. Suggestions and complaints from staff, parents, pupils or visitors relating to Health and Safety will be acknowledged and acted on as necessary.
14. The principal will report any accident involving serious injury which occurs within the school or during an off site school activity to the Board of Trustees along with any investigations and outcomes.
15. The school will hold a trial evacuation each term. Students and all adults on the site will assemble in the assembly areas designated in the Evacuation Plan.

16. Trial evacuations will be reported each term in the Principals Board of Trustees report.
17. Each month a safety check based on the Building of Warrant of Fitness School Manual is carried out by a designated BOT representative and noted in the followed BOT report.
18. Regular maintenance is undertaken by the caretaker resulting from observations and reports.
19. The school has an emergency plan, with all staff having copies. Evacuation plans are displayed in each classroom, the office, library and staffroom.

Emotional Environment.

Staff

1. The staff have a shared responsibility for supporting each other and working to ensure each others' wellbeing.
2. Staff are to report to the principal any concerns for the welfare of staff members, particularly where there is a risk to health or wellbeing due to stress or other work-related matters.
3. Staff members will be encouraged to provide a confidential Emergency Medical Plan recording contact information and personal medical information for use in a medical emergency.
4. All permanent staff are responsible for ensuring that their plan is updated if there are any changes during the year.
5. Plans will be treated in the strictest confidence, and filed in the Principal's office. The office manager and senior staff will know where to locate the plans

Pupils

See procedure - Care and Management of Children

Reviewed: 12 March 2003, September 2010, September 2013

Chairperson: _____ **Date:** _____

This policy should be read in conjunction with the Special Character policy and the school's Mission Statement.