



Westbridge Residential School and Halswell Residential College



Combined Board of Trustees

HEALTH AND SAFETY POLICY

Halswell Residential College and Westbridge Residential School will, so far as is reasonably practicable, take steps to ensure the safety of workers, students, other persons, as defined by the Health and Safety at Work Act 2015, by complying with all relevant health and safety legislation, standards and codes of practice.

The Board of Trustees' commitment is to comply with all relevant health and safety legislation, and the continuous improvement in health and safety.

This is achieved by

1. All workers having individual responsibility for health and safety.
2. All workers:
 - 2.1. Being informed of
 - 2.2. Understanding, and
 - 2.3. Accepting their responsibility for eliminating or minimising the potential risk to people at their workplace, including workers and all other persons.
 - 2.4. Accepting their responsibility for eliminating or minimising the potential risk to students.
3. Ensuring employees are consulted on, and given the opportunity to participate in health and safety management.
4. Ensuring union and/or other employee representatives are consulted regarding health and safety management.
5. Ensuring the schools have effective methods for identifying hazards. Hazards will then be assessed using the risk matrix and the risk can be controlled through eliminating the hazard or risk where reasonably practicable. In situations where this is not able to be achieved then the risk must be minimised.
6. Creating and maintaining a safe working environment. This includes providing facilities for employee health and safety at work, and facilities for students' health and safety.
7. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplaces/schools.

- 7.1. Emergency procedures are displayed throughout the schools and residences and regular drills are carried out.
- 7.2. All employees are trained in first aid and are required to be familiar with emergency procedures.
- 8. Providing appropriate orientation, training and supervision for all new and existing employees.
- 9. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
- 10. Accurate recording, reporting and investigating injuries/accidents.
- 11. Ensuring a risk analysis management system (RAMS) or Safety Action Plan (SAP) is carried out where and when appropriate.
- 12. Supporting the safe and early return to work of any injured employees.
- 13. The ongoing evaluation, review and updating of the schools' compliance with the Board's health and safety policy and related programmes/procedures.
- 14. Having in place plans and procedures for the effective management of Notifiable Events, as defined by the Health and Safety at Work Act 2015.
- 15. As far as is reasonably practicable; consult, co-operate with, and co-ordinate with other PCBUs around health and safety matters when activities require shared duties.

This policy is to be read in conjunction with any other policies or procedures which may include a health and safety component. This could include, but is not limited to, policies or procedures relating to abuse, computer and internet use, behaviour management and physical intervention.

Prepared by: Combined Board of Trustees

Date of Approval: 05 May 2017

Review Date: May 2020

Version: 1

