



RATIONALE:

- St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- It is essential that our School has a working environment which is both safe and healthy for its pupils, employees and visitors.

PURPOSES:

- To ensure a safe, hygienic and appropriate environment is provided for pupils, employees and visitors
- To ensure safe practices are followed when using school buildings, plant operations, equipment operations and emergency procedures
- To encourage hygienic practices throughout the school

GUIDELINES:

- The Principal (and/or the Deputy Principal) holds the role of Health and Safety Officer
- In matters of buildings and grounds the Principal will consult with St. Michael's Church Trust
- The Principal will oversee the maintenance and safety of buildings, equipment and the environment
- The school will be kept clean through the services of a cleaning company as outlined in a job description
- Grounds will be maintained by a Grounds-person
- Staff will be expected to oversee tidy and safe classroom environments
- Emergency and evacuation routines will be displayed and practised at least once per term
- The School Board, through the Principal, will adhere to the conditions outlined in the Health and Safety Act 1992 and specified in the school's Health and Safety register (implemented 2001)
- Pupils will be taught about safety, health, sun safety, hygiene and environmental awareness
- St. Michael's school will ensure that:
 - All lighting is efficient and adequate
 - Ventilation in all work spaces is efficient
 - Heating in all work spaces is at an appropriate level
 - All sanitary and washing facilities are maintained
 - The work place is kept clean
 - Water supply is adequate
 - Appropriate first aid facilities are provided and maintained
 - All emergency equipment and exits are maintained in accordance with requirements of the Health and Safety Act 1992
 - All materials and equipment are stored safely
 - Hazards within the school environs are identified and eliminated or minimised
 - Staff and pupils are constantly alert to 'stranger danger'*
 - Staff are kept aware of access issues relating to custody and collection of pupils*

CONCLUSION:

All users of the School environment are encouraged to be aware of health and safety issues, and to report to the Principal matters of concern or needing attention.

*Refer to 5:12 Policy on Security of Pupils