



HERIOT SCHOOL HEALTH & SAFETY POLICY

To ensure the health and safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards and codes of practice.

1. To create and maintain a safe working environment.
2. All staff must be informed of, understand and accept their individual responsibilities for health and safety in the school environment. This includes eliminating or minimising the potential for harm to people at their workplace including contractors, staff and visitors. Everyone needs to be informed of and acknowledge any potential hazards.
3. Staff will be consulted with and given the opportunity to participate in health and safety management.
4. To ensure the school has an effective method of identifying hazards. Any significant hazards will be controlled by eliminating or isolating them as soon as they are identified.
5. Provide appropriate orientation, training and supervision for all new and existing staff.
6. Ensure effective procedures are in place for employing staff, including contractors and that police vetting of employees/contractors is completed.
7. Visitors must report to the office to ensure the school knows of their whereabouts in an emergency.
8. Accurate recording, reporting and investigation into injuries will be found in the school's First Aid Register, Medicine Administration Register and Workplace Injury and Workplace Register.
9. The Board of Trustees acknowledges the need for ongoing monitoring and improvement of health and safety issues that may arise.
10. The Board of Trustees is committed to complying with all relevant health and safety legislation.
11. In the event of an accident occurring, the Board of Trustees will support the safe and early return to work of an employee.
12. There will be ongoing evaluation, review and updating of compliance with our health and safety programme and this policy to ensure due diligence is exercised.

Review schedule: Triennially

Adopted 12/04/2016