



## **Khandallah School** **Statement of Policy**

### **“Health and Safety”**

#### **National Administration Guideline 5**

*According to legislation on health and safety matters, each Board of Trustees is also required to:*

- (i) provide a safe physical and emotional environment for students;*
- (ii) promote healthy food and nutrition for all students;*
- (iv) comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.*

#### **Desired Outcome**

- Khandallah School will provide a safe, healthy learning and working environment for students and employees;
- The School will preserve the long-term health of the Khandallah School community by demonstrating care and concern for our people and our place;
- The School will comply with all current legislation, which ensures the safety of students and employees.

#### **Principles**

- Khandallah School will take all reasonable steps to provide a safe physical and emotional environment for students, employees, contractors and visitors to the school;
- The School requires all students, employees, contractors and visitors to take all practical steps to ensure their own safety and that no action or omission on their part causes harm to any other person;
- The School will adhere to the Health and Safety in Employment Act 1992 and amendments, the Health and Safety Code of Practice for State and State Integrated Schools and any other applicable legislation;
- The School will have written management procedures that are actively practised and regularly reviewed for compliance. These include:
  - Adult Conduct in the School, e.g. employees, parents, visitors, contractors;

- Student Conduct in the School;
- Child Protection, including protection from sexual, physical and emotional abuse;
- Enrolment of Children;
- Emergency and evacuation routines, including warning systems;
- Pandemic planning;
- Internet use;
- Medical room/sick children, including the administration of medicine;
- Protection from communicable diseases;
- Protection from identifiable hazards e.g. weather, sun, road safety, equipment, structures;
- Education Outside The Classroom (EOTC).

### **Delegation of Responsibility**

The Board has specifically retained the following health and safety responsibilities:

- Approval of the Health and Safety Policy;
- Approval of any high risk off-site residential multi-day trips, including the senior school camp.

The Principal will implement this Policy and be responsible for developing, implementing and reviewing the written management procedures.

### **Supporting Documentation**

EOTC Risk Analysis and Management Systems  
 Student Medical Condition Register  
 Accident Register  
 Hazard Identification Register  
 Emergency First Aid Certificates (all staff)  
 Workplace First Aid Certificates (selected staff)

### **Date of Approval**

**Approved by the Board of Trustees at its meeting**

**on November 2011**

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**Board Chairperson**

**Date of Review: This Statement of Policy will be reviewed by the Board of Trustees on or before 31 December 2013.**