

THE RIVER SCHOOL **HEALTH AND SAFETY POLICY**

STATEMENT:

The Principal of the River School will give effect to the following policy regarding the Health and Safety of all staff and students within the School so far as is reasonably practicable.

OBJECTIVES

The purpose of the School Health and Safety Policy is:

- a. to establish a safe environment within the School;
- b. to establish and maintain safe working procedures for both staff and students, and to develop safety consciousness in all members of the School;
- c. to teach safety as part of all work by staff and students;
- d. to comply with the local, State and Federal Regulations concerning Health and Safety.

RESPONSIBILITIES

Safety is the responsibility of everyone. Staff and students have a personal responsibility for the safety of themselves and others and any potentially hazardous situation should be reported, without delay, to the Principal of the School or other appropriate member of the staff. Specific responsibilities within the School are listed below:

- a. **Responsibilities of the Principal of the School**

- The Principal of the School is responsible for implementing the safety policy.
- He/she is responsible for the health and safety at work of all employees and students, and those members of the public using the facilities.
- He/she will undertake initial investigation of an accident or dangerous occurrence.
- He/she will ensure that safety and health are given the necessary consideration in all aspects of operations.

b. **Responsibilities of all members of staff**

All staff must be aware of the location and method of operation of the fire extinguishers. They must know the emergency exits and the whereabouts of first aid kits and qualified first aid personnel. They must be aware of accident procedures.

Staff must be certain that they are competent, and, if appropriate, qualified, to carry out activities where there is a potential danger to themselves, others, equipment, or the environment. If necessary they must seek the advice of more experienced or knowledgeable individuals.

c. **Responsibilities of the teaching staff**

Members of the teaching staff have a responsibility for students who are under their direction, and should satisfy themselves, as far as is

reasonably practicable, that the equipment and materials provided for their students are safe when used in the manner intended, and that they and their students are aware of the potential hazards associated with any piece of work, the precautions to be taken, and any relevant emergency procedures.

d. **Safety education**

All new workers and members of staff will receive appropriate health and safety training early in their employment. All new students will be instructed about emergency facilities and procedures in the first week of their first term.

e. **Electrical safety of Portable Electrical appliances**

An inspection of all portable electrical appliances must be carried out on a regular basis by a competent person.

f. **Safety of equipment**

Designated members of staff are responsible for insuring the safe usage and the regular inspection and maintenance of equipment; such inspections and maintenance to be carried out at the direction of the Principal.

Fire Drills

Fire drills will take place at least twice per year.

Restrooms

Restrooms adjacent the west parking lot are for the exclusive use of the

School. The doors to the restrooms shall be fitted with keypad combination locks and shall be accessible only during school hours. The combination to the keypad locks shall be changed at the beginning of each semester and students shall be advised not to give the combination out to non-students for any reason. Intermittently during breaks when the restrooms are in use, a faculty member shall enter the restroom and insure that nefarious conduct is not occurring.

Safety Inspections

In order to monitor and to complement safety provisions, the Principal of the School, or a nominated representative, will carry out a once-a-term inspection of the School.

Animals in the School Buildings

The presence of animals being brought into any of the areas or rooms in or associated with the School is considered to be a potential hazard with regard to hygiene, fire regulation procedures and general safety. It is therefore a requirement that no animals, with the exception of guide-dogs, be allowed within any Buildings or any other areas/rooms associated with the School.

School No-Smoking Policy

The School operates on a No-Smoking policy whereby smoking is prohibited on school grounds in compliance with District policy.

General Safety

CONDUCT

All staff and visitors must conduct themselves at all times in a manner that does not adversely affect the health and safety of themselves or others.