**ONE INTERNATIONAL HEALTH, HYGIENE AND SAFETY POLICY**

ONE International School endeavours to provide a stimulating and caring environment that enables all children to become lifelong learners in a safe, secure, nurtured and valued way.

One International School is committed to continuous improvements in Health and Safety and will ensure excellence is upheld in Health and Safety management.

ONE International School’s Health and Safety Lead Co-ordinators are Miss Jennifer Hoggard and Mrs Gabrielle Holder but in the absence of the leads, Ms Stephanie Bentley will carry out all Health and Safety management duties.

**THE HEALTH AND SAFETY COORDINATORS DUTIES INCLUDE:**

* Compliance with the Health and Safety at Work Act 1974 etc. and regulations made under this Act, as well as taking account of the Health and Safety in Employment Amendment Act 2002.
* Preparing and managing the implementation of the school’s Health and Safety policy and plan.
* Maintaining and updating health and safety procedures and taking all necessary actions to ensure that procedures are correctly implemented throughout the school.
* Ensuring safety information is clearly displayed in all work areas.
* Ensuring all staff are relevantly trained to carry out Health and Safety measures under the school’s policy, including, risk assessment, food hygiene, fire safety, child protection and data protection.
* Provide and maintain a safe working environment for staff while they are at work and ensure that a procedure is in place should an emergency arise.
* Provide new staff with orientation and training that informs them of hazards in the workplace and instructions of how these are minimised, isolated or eliminated to avoid harm to all service users, staff and visitors.
* Inform all staff of where safety equipment is kept.
* Create and implement a risk assessment policy and procedure, outlining each staff member’s responsibilities.
* Are responsible and have the liability for any unsafe actions by staff, visitors and contractors under their control.

**TEACHERS AND TEACHING ASSISTANTS DUTIES INCLUDE:**

* Correctly and competently implementing school health and safety procedures.
* Complying with the Health and Safety in Employment Amendment Act 2002 duties as employees (ensuring no action or inaction causes harm to anyone else), report hazards and incidents.
* Taking all practicable steps to ensure their own safety at work.
* Complying with health and safety responsibilities set by the Health and Safety Coordinator. For example; risk assessments, fire drills etc.

**RISK ASSESSMENT**

Hazards must be regularly assessed to determine whether they are significant.

A significant hazard is:

* an actual or potential cause or source of serious harm.
* a cause or source of harm, which increases with exposure to the hazard or which occurs sometime after exposure to hazard.

**RISK ASSESSMENT PROCEDURE**

* Identify risks or hazards
* Document findings
* Discuss with manager and team
* Actions agreed
* Actions implemented
* Review of risk assessment within period set
* Annual evaluation

**SEE FULL RISK ASSESSMENT POLICY FOR FURTHER DETAILS**