



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

Hazard Management Procedure

Purpose

To determine what actions may be necessary to ensure safety at the school, hazard checks and safety audits will be carried out on a regular basis and remedial action taken.

Person Responsible: The Board is responsible for ensuring that hazards are identified and dealt with and delegates responsibility to the Management Team for ensuring agreed procedures are followed.

Procedure

Daily checks for access to fire exits are made by the teachers. Regular weekly checks of the grounds and buildings, and termly close inspections will be carried out. Any hazards found will be documented in the School Hazard Register and also brought to the immediate attention of the Principal. After identifying hazards, steps will be taken to eliminate, minimise, or isolate the hazard.

The Health and Safety Portfolio holder on the Board will undertake a termly site inspection of the school and kindergarten. This visit will include a review of the Risk Analysis and Management forms, the accident books, earthquake fixing, emergency supplies and an annual playground check to standard SNZ5828.1:2006. The visit will also include a check on whether smoke alarms and fire extinguishers are on site and working.

Hazards include poisonous plants, indication of pests or vermin, sharp objects, inadequate bark chips or landing mats under play equipment, furniture that has not been fixed to walls in case of earthquakes etc.

The Hazard Register for the school is held in the office. This is reviewed by the Management Team each week. Risk Analysis and Management forms will be used to document how known risks at the school are managed.

Signed:

Designation:

Dated: ____/____/____

Review Date: ____/____/____