



OCCUPATIONAL HEALTH AND SAFETY POLICY

1. INTRODUCTION

Newberry House Montessori School recognises and accepts its responsibility as an employer, so far as is reasonably practicable, for providing a safe and healthy workplace and work environment for all its employees and others (learners, parents, visitors, contractors and the general public).

2. WHY THIS POLICY EXISTS

NHMS is committed to achieving and maintaining the highest standard of health and safety at all times and to eliminating conditions and incidents that could result in personal injury or ill health. We further require that all activities which take place within the school premises as well as school activities which take place off site conform to relevant legislation and good, established safe work practices.

3. GENERAL PRINCIPLES

NHMS, will, through its Safety Committees and appointed persons, so far as is reasonably practicable:

- 3.1.** Establish what potential risks persons on the school property may be exposed to.
- 3.2.** Provide and maintain safe and healthy working conditions and systems of work.
- 3.3.** Provide and maintain safe plant and machinery.
- 3.4.** Provide information, instruction, training and supervision to enable staff and students to perform their work safely.
- 3.5.** Provide suitable and appropriate protective equipment.
- 3.6.** Maintain high standards of health, safety and welfare in all school activities.
- 3.7.** Inform contractors working on the school premises that they are also required to conduct their activities in a manner that ensures the safety, health and welfare of others.

4. PROCEDURES

Copies of this health and safety policy will be available online and in the staff and parent handbook.

NHMS requires its staff, students and parents to take reasonable care of themselves and other persons who may be affected by their acts or omissions whilst at work, and to abide by health and safety regulations.

The health, safety & environment file is available online and in hardcopy in the finance office.

The school will annually review this policy statement and the systems in place to ensure their effectiveness.

REFERENCES:

Occupational Health and Safety Act 85 Of 1993.

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