

INTERNATIONAL SCHOOL OF CREATIVE ARTS

HEALTH AND SAFETY POLICY

Introduction

ISCA places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

To this end, ISCA will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

Statement of Intent

ISCA understands that accident prevention is an essential part of good management and professional practice, and that full co-operation between management, teaching and other staff, and students is essential in the promotion of health, safety, and welfare within the school and on school-related activities off campus.

ISCA will ensure, so far as is reasonably practical, the health, safety, and welfare of its staff and students while they are present or residing in the school, and of others who may be affected by their operations, and will comply with the Health and Safety of Work Act of 1974 and other relevant legislation.

As ISCA shares the campus with students and staff of the Teikyo school, the Principal will co-ordinate the planning and implementation of its Health and Safety Policy between the two schools.

Objectives

In order to achieve compliance with the statement of intent, ISCA has set the following objectives:

- To set and maintain high standards of health, safety, and welfare at the premises (including boarding houses) where its students and staff operate, and on activities organised by the school which take place elsewhere.
- To identify hazards and risks, and to put in place actions which will remove or reduce such hazards and risks.
- To ensure that these standards are communicated to all students, employees, staff, visitors and contractors.
- To ensure that all employees and students are given the necessary information, training, and instruction to enable them to work and conduct their activities in a safe manner.
- To develop health, safety and welfare awareness among students and employees.
- To monitor the operation of health, safety and welfare throughout the school.

Responsibilities

In order to ensure the prevention of ill-health and accidents and the promotion of health and safety among all students and employees, the following responsibilities will be established by the Board of Governors, which carries the ultimate responsibility for safety in the school:

1. The Board of Governors will establish and monitor the overall Health and Safety Policy and will nominate an external member to:

Monitor the implementation of the policy, setting targets and objectives where appropriate

Keep the policy under review and ensure that it is revised

Address any weaknesses or faults in the policy or its implementation

Ensure that sufficient resources are made available for the policy to be implemented

Attend meetings of the school's Health and Safety Committee

2. The Principal will appoint and chair the Health and Safety Committee. In the Principal's absence the Bursar will chair the committee.

The Health and Safety Committee will include the Principal, Bursar, the nominated Governor, the Safety Representatives, a member appointed by Teikyo School, and other employees and/or students at the discretion of the Principal.

The responsibilities of the Health and Safety Committee will include:

The monitoring and implementation of the school's Health and Safety Policy, setting targets and objectives where appropriate

Keeping the policy under review and ensuring that it is revised to meet new conditions which may arise or in the light of new legislation

Addressing any weakness or faults in the policy or its implementation

3. The Principal will delegate particular responsibilities concerning Health and Safety to the heads of appropriate departments as they are formed, within their areas of responsibility; these heads of department will be responsible for the implementation of policy and for the reporting and investigation of all accidents and near-misses and the taking of appropriate remedial action.
4. Safety Representatives will be appointed for academic departments, activities (including off-school activities), and boarding; these employees will assist with policy review and implementation, risk assessments, and accident investigation, and will meet at regular intervals with the Health and Safety Committee.

5. All employees will be required to co-operate in the implementation of the school's Health and Safety Policy (which will reflect the relevant legislation) and refrain from doing anything which constitutes a danger to themselves or others; to bring to the attention of their relevant manager and/or their Safety Representative any situations or practices which constitute a risk to health or safety; and to report all incidents, accidents, dangerous occurrences, and near misses in accordance with the school's policy.

First Aid Staff

The Principal will nominate at least two members of staff as the designated first-aiders, and ensure that they are appropriately trained and equipped, and that their identity is known to all students and staff. (Refer to the First Aid Policy)

Contractors

Although it is likely that contractors on the school site will normally be appointed and employed by the Teikyo School, all contractors working on tasks for ISCA will be required to comply with the relevant legislation governing their work activities. All such contractors will be legally responsible for the health and safety of their own workforce and for ensuring that their work is carried out in a safe manner.