



Education Personnel Health & Safety Policy for

School Temporary Relief Staff Effective 1 April 2016

Overview:

Education Personnel considers your health, safety and welfare to be a very important part of your assignment, and whilst you are not a direct employee of EP, we want to ensure you and your colleagues are safe at work.

Schools have to provide a safe and healthy workplace for you and permanent staff and undertake regular health & safety inspections. You are required to read the school's Health & Safety policy when you arrive for your first assignment. If you have any concerns, you must promptly raise these with the school's Health & Safety officer.

Your workplace includes anywhere you're expected to be to perform your job and you need to:

- follow all safety requirements for your tasks and ensure your own health and safety
- report hazardous and other incidents involving staff or students, so that our client can investigate and manage them
- report any unsafe premises, practices, gear, or inadequate safety information so these can be rectified and harm avoided
- avoid causing harm to another person through, eg your own tiredness, stress, or risk-taking. If you're tired or stressed, you need to tell our client and you can also alert your health and safety representative at Education Personnel
- not undertake work which is unsafe or which involves unsafe practices
- make yourself aware and follow the client's workplace's health and safety practices and procedures, including reporting of work-related accidents, illnesses and injuries, and hazards

The School's Health & Safety Obligations

As part of our client's obligations under the Health & Safety Act, the school must monitor and record near-misses, accidents, and illnesses experienced while on their premises.

In particular, you need to ensure that:

- procedures are in place for dealing with emergencies
- the environment is clean and hygienic

- consistently be aware of hazards which may be present
- Ensure the environment is well-lit so staff can work and move about safely
- the environment is well-ventilated, and atmospheric conditions such as temperature and humidity arising from work are controlled
- any work equipment, machinery, or tools anyone might use are arranged, designed, made, and maintained so they're safe to use
- employees aren't exposed to hazards when dealing with, using, or transporting anything at, or near, a worksite under your control
- employees have clear information about all hazardous work they do, are given protective clothing and equipment if required, and are adequately supervised or trained
- safe drinking water is provided and facilities for first-aid and sickness, washing, and changing clothes if needed by the work.
- if you are seated, you will need good seats and desks, and those who stand will need a reasonable resting area.
- eating areas must be available, reasonably sheltered and comfortable, and separated from any work plant, materials, atmospheric contaminants, dirt, noise, or any other hazard.

Safety with students:

- make sure you are not alone with a student in a room (leave doors open, etc)
- use staff toilets as a preference
- Keep workspaces clean and tidy as you go
- work from the same level as the children
- child well-being is paramount!! Let us know if you have any concerns about a child at all (schools will have clear protocols in place to deal with such situations)
- it is your responsibility to let Education Personnel know about any health issues that may affect your ability to effectively fulfil your obligations in a safe manner

I have read and understand the intent and obligations of the Health & Safety policy detailed above and I accept it fully. I also agree to abide by Educational Personnel's and their Client's Health & Safety rules and policies.

Signed by:..... **Date:**.....