

Health and safety - sample policy

At XYZ OSCAR Programme, the safety and wellbeing of children is a paramount concern. The programme's procedures will comply with all relevant legislation and professional standards, including the Health and Safety at Work Act 2015 (HSWA).

XYZ OSCAR Programme will as far as reasonably practicable, provide a safe environment for all staff, children, parents and others involved in the programme. The main safety procedures implemented by the programme concern:

- Actively managing the risk of harm through effective supervision, regular safety checks and risk assessment
- Providing staff with appropriate information and training, as well as regular opportunities to participate in safety planning and to discuss incidents or concerns
- Informing everyone in the programme about safety precautions – children, parents etc.
- Regular recording and reporting of safety checks, incidents and concerns, including consultation or co-ordination as required with key stakeholders (School BOT, MSD, OSCN etc.)
- Regular monitoring and review of safety practices in all areas of the programme
- Reporting to governance body/owner on health and safety matters
- Appropriate planning and preparation for emergencies, including natural disasters

Programme safety procedures

All facilities used by the programme will be subject to a risk assessment to identify potential hazards and safety issues. Facilities will comply with relevant building codes and regulations. The programme will maintain a hazard register, to record hazards identified and steps taken to reduce the risk of harm.

WHERE THERE ARE RENTED FACILITIES: The programme has overlapping duties under the HSWA with ABC School BOT (name of facility owner) as the provider of the facility for the programme. Programme management will consult with representatives of the facility provider over health and safety matters as they arise and will annually review the health and safety of the facility, as it affects the programme.

The programme supervisor will ensure that a staff member checks the programme environment at the beginning of each week (ASC) or each day (HP), (using the Venue and Hazard Check form). Programme management will regularly review these records at least twice per year.



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