



## **Health & Safety In Employment**

### ***Hazard Identification and Management***

The primary responsibility of all staff (in Hazard Management) is use care at all times and to take personal responsibility for looking out for hazards (circumstances or objects which could lead to harm or accidents).

Where practical, staff themselves will take responsibility for taking positive and immediate steps for eliminating, isolating or minimizing hazards.

If the hazard cannot be removed or safely reduced immediately, staff members must make the situation as safe as possible and immediately advise the Principal Teacher of the hazard.

The Principal Teacher will take whatever steps are necessary to isolate, reduce or eliminate any hazard observed by them or notified to them.

The Principal Teacher will notify the Licensee/Management Committee in writing through Licensee Communication Notebook kept in the office of any hazards which the Principal Teacher cannot within their authority or resources isolate, remove or reduce.

### ***Accident Register***

An Accident Register is maintained at the Centre for all staff. A separate Accident Register is maintained at the Centre for all children. The primary use of this form (for the children) is to record and to notify parents. If serious harm has occurred then the appropriate Register is to be filled out and posted to the Secretary at the Labour Department within 7 days.

### ***Procedures For Handling Emergencies and Drills***

- All staff are required to keep their First Aid training current and up to date.
- Agreed evacuation plan to be followed.
- Fire Evacuation drill are carried out once a term
- Earthquake drills are carried out once a term.
- **Staff are required to stay with children until parents come to pick them up or other arrangements are made for their care.**