



Policy Health and Safety

Policy

This policy should be read in conjunction with the Health and Safety at Work Act 2015.

Purpose

The board of trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice. Glendowie School will take all practicable steps to ensure a safe and healthy learning environment.

Guidelines

All staff, visitors, contractors and students are required to take all practical steps to ensure their own safety and that no action or inaction on their part causes harm to others.

The school will take all practical steps to identify, remove or reduce the risk of injury or illness.

The staff will be consulted on health and safety management. If any employee or other becomes aware of a potential hazard they must report this to the Principal or Health and Safety representatives.

The school will have effective procedures for the management of student and staff safety and welfare, emergencies, providing orientation, training and supervision, for all staff, the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors, and accurate recording and reporting of injuries.

The school will plan and provide ongoing programmes to maintain awareness and the use of agreed procedural guidelines, including training about hazards and risks as well as on-going review and evaluation.

Board of Trustees

The Board of trustees and management are committed to continuous improvement in health and safety, support for the safe and early return to work of injured employees, ongoing evaluation, review and updating of our compliance with health and safety requirements and legislation and involvement of staff, students, and the school community in health and safety programmes.

The board of trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace.

We will achieve this through:

- making health and safety a key part of our role
- working with our workers to improve the health and safety system at our school
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place
- training everyone about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely
- making sure contractors and subcontractors working at the school operate in a safe manner.

Workers

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the workplace tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

Others in the workplace

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and safety is everyone's responsibility.

SCHOOL DOCUMENTATION

PROCEDURES

1. Emergency Management

- Crisis Management Procedure
- Disaster Guidelines
- Evacuation Procedure
- School Lockdown Procedure

2. Hazard management

3. Sickness, Injury and Accidents

- Administration of Medication at School Procedure
- Sick Bay Procedure

4. Health education

- Bicycle Riding Procedure
- School Health Statement Procedure

5. Health and safety of staff and students

- Child Abuse Policy
- Discipline Policy
- Laptop Agreement Policy
- Police Vetting Policy
- Personal Protective Equipment Policy
- Worker engagement and participation policy
 - Custodial Arrangements for Students Procedures
 - Cybersafety Use Agreement – Staff
 - Cybersafety Use Agreement – Students

- Police Vetting Procedure
- Reporting of Suspected or Actual Child Abuse Procedure
- Search and Seizure Procedure
- Sexual Harassment Procedure
- Smoke Free Environment Procedure
- Sun Sense Procedure
- Swimming Pool Procedure
- Uniform Procedure

6. Health and Safety of contractors and visitors

- Caring for Animals Policy
- Visitors to school and access to students procedure

7. EOTC

- Education outside the Classroom Policy
 - EOTC Safety Management Procedures
 - School Trips Procedure

National Administrative Guideline 5

Each Board of Trustees is also required to:

- i. Provide a safe physical and emotional environment for students;
- ii. Comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

Surrender and retention Guidelines (January 2014, may 2015 STA News)

Workplace Bullying guidelines (February 2014 STA News)

Managing Medications at School (June and July 2013 STA news)

Bullying prevention Kit

School Child Protection Policy

Internet safety policies

Health and Safety at Work Act 2015

Vulnerable Children's Act 2014

Smoke Free Environments Act 1990

Human Rights act 1993

Privacy act 1993

NZ~Bill of rights act 1990

Education Act 1989

Hazardous substances and New organisms Act 1996

Resource Management Act 1991

Code of Practice for International Students (Updated July 2016)

Civil defence Emergency management Act 2002

Building Act 2004

Harmful Digital Communication Bill

Approved : Board of Trustees Meeting Date 17/05/2016



Signature of Chairperson

Reviewed

Date __/__/__