

## Health and Safety Policy

### Rationale

Through the development of effective and compliant health and safety policy supported by a pro-active culture promoting health and safety, the Board of Trustees [BOT] will ensure that all staff, students and others are safe and feel safe whilst on school grounds or participating in any activity related to the work of the school.

This Policy has two parts;

- I. Part 1 is specific to the requirements for Health and Safety at Work and is supported by the school's health and safety Part 1 procedures.
- II. Part 2 ensures the school's responsibilities under National Administration Guideline 5 Health and Safety are met and is:
  - a. guided by Part 1 in terms of Health and Safety at Work
  - b. Supported by the school's Health and Safety Part 2 procedures.

### Part 1 Health and Safety at Work:

#### Purpose

To ensure the health and safety of all staff, students and others involved with the work of the school by complying with all relevant health and safety legislation, regulations, New Zealand standards and approved codes of practice.

To monitor the effectiveness of this policy.

#### Guidelines:

**The Board of Trustees (BOT), as the PCBU,** is committed to providing and maintaining a safe and healthy workplace for all staff, students and others. They take reasonable steps to provide a duty of care for the health and safety of their students, staff and others by ensuring there is adequate information, resources and processes so that people are not put at risk from work and activities carried out at the school. They do this by:

- i. Knowing about health and safety matters and keeping up to date.
- ii. Ensuring a healthy school climate is one where expectations are clear, respected and people know failure to comply with these expectations comes with consequences such as fines.
- iii. Acknowledging that the leadership team has the ultimate responsibilities for health and safety in the workplace.
- iv. Will train staff in safe work practices in all aspects of their role – including safety inductions and hazard minimization.
- v. Will ensure that the Health and Safety system is reviewed by the leadership team and Health and Safety Committee annually.
- vi. Actively engaging all students, staff and others in participation practices both informal (e.g. regular agenda item on team meetings) and formal (ensuring there is provision to elect a health and safety representative and establish a Health and Safety committee) to assist in and improve Waterlea School's healthy and safe environment where possible and practical.
- vii. Gaining an understanding of our school's daily operations and the associated hazards and risks and put in place processes so that incidents and crisis's are rare or are minimised and managed and that we learn from accidents and incidents.
- viii. Providing information, training instruction or supervision necessary to protect all students, staff and others from risks to their health and safety.
- ix. Defining roles and responsibilities.
- x. Our students, staff and others are made aware of these procedures in the Parent / Caregivers and Staff Handbooks.
- xi. Best Practice is used as a benchmark when reviewing systems and procedures. Identified areas for improvement are actioned in expected timeframes.
- xii. Will provide appropriate plant, machinery and tools to ensure safe practices and these items will be appropriately maintained.
- xiii. Will report all appropriate notifiable injuries, illnesses and incidents as soon as possible to the regulator.
- xiv. Are committed to supporting the safe and early return to work of injured employees.

- xv. Complying in full with any legislation and conditions of contracts that are currently in force or that may be developed to ensure the health and safety of students, staff and others.
- xvi. Putting in place the following Health and Safety at Work procedures with the expectation that those in the workplace will follow them and be guided by specific expectations defined in the roles and responsibilities found within the procedures.
- xvii. All concerns raised re this policy will be followed up by the BOT (NB any one with concerns regarding this policy should raise them with the BOT)

<b>Health and Safety at Work Procedures</b>
1. Behaviour Management
2. Concerns
3. Emergency Preparedness
4. Hazard Identification and Risk Management a. <i>Education Outside The Classroom (EOTC) – see NAG 1 Curriculum</i>
5. Preventing Worksites accidents
6. Visitors and Others at School
7. Vulnerable Children – Child Protection
8. Worker Engagement and Participation

## **Part 2 National Administration Guideline 5 Health and Safety:**

### **Purpose**

To address the wider pastoral care of staff, students and others.

To promote and educate learners / akonga about healthy living, food and nutrition.

To support Part 1 in terms of health and safety and so maximize the benefits of the learning opportunities and the operation of the school to fulfil its vision.

To monitor the effectiveness of this policy.

To comply with appropriate legislation, regulations, duties and codes of practice.

### **Guidelines:**

Involve learners/ akonga, staff and others in improving health, safety and wellbeing.

The following procedures are in place so that compliance regarding both the physical and emotional safety for students, staff and others including off site learning opportunities are in place.

<b>Health and Safety</b>
1. Animals at School
2. <i>Attendance – See NAG 1 Curriculum Policy</i>
3. Complaints about Staff / Concerns about Staff / Staff Discipline / Reporting Complaints / Concerns to the NZ Education Council
4. Information, Communication Technologies (ICT) , Internet and Cyber safety
5. Internal Communications
6. Interviewing Students
7. Medical Issues a. First Aid b. Management and administration of medication c. Public Health Service
8. Non-Custodial Parents
9. Preventative Education
10. Privacy
11. Protected Disclosures Procedures
12. Safety in Science, Technology and Art
13. Searching students and confiscation
14. Smoke / Alcohol / Illegal and Illicit Substances

In order to fulfill this policy, the Board of Trustees and management have developed, and will regularly review, the following health and safety procedures: