



Nurturing our Future - Growing Together
Kia atawhai aa mua - Kia tipu ngatahi

Health and Safety Policy N.A.G.5

Review Date: ANNUALLY

Objectives / Aims

- To provide a safe physical and emotional learning and teaching environment for all students, staff and visitors to our school
- To comply with all relevant Health and Safety Legislative requirements
- To promote awareness and establish safe practices within all school activities
- To promote healthy nutrition for all students
- Create and maintain a safe working environment for all employees including contractors

Statements:

1. All staff are informed and understand their responsibility for health and safety.
2. Information should be readily available for reference in the appropriate places.
3. All staff are consulted on, and given the opportunity to participate in health and safety management and training.
4. Having systems in place that:
 - support identifications of hazards.
 - having an efficient hazard register.
 - eliminating or isolating any hazard that arises.
 - minimising the effects of hazards, if they cannot be practicably eliminated or isolated.
 - maintaining equipment and ensuring safe storage of materials in conjunction with property committee policy and procedures.

5. Have in place systems and procedures for managing safe quality E.O.T.C. (education outside the classroom) and Outdoor Education experiences. (Refer E.O.T.C. SMS manual - 5 SMS) Bringing the Curriculum Alive - online updating version.
6. Have in place plans and procedures for managing emergencies.
7. Have in place plans and procedures for managing student behaviour.
8. Have in place plans and procedures for managing 'Cyber safety'.
9. Have effective procedures when using contractors.
10. Have in place plans and procedures for managing hazardous chemical spills.
11. Have in place plans and procedures for managing suspected asbestos.
12. Have in place plans and procedures for managing child protection.
13. Have in place plans and procedures for managing the Vela Pool Complex.
14. Injuries, incidents and ailments will be recorded with further investigation and will be reported as appropriate for both students and employees.
15. The Principal will report to the Board any accident involving serious injury which occurs in the school or during an off site school activity.
16. Students with behavioural problems may be requested to seek professional advice before returning to school if the Board deems appropriate due to the possible negative impact on the safety of others. This will be done in line with Stand Down and Suspension Legislation.
17. A Pandemic and epidemic management system is in place to ensure that students and staff are protected from an infectious disease outbreak whilst at school and that during a pandemic emergency the School maintains as full a service as possible.
18. Healthy food and nutrition shall be managed in accordance with the Healthy Eating Procedure. Where food and beverages are sold, our school will promote healthy options.
19. Provide an environment free of the harmful effects of smoking or vaping, in compliance with the Smoke Free Environment Act 2004. This shall be managed in accordance with the Smoke Free Procedure.
20. To provide an environment which uses and promotes sun safe practices, in accordance with the Sun Safe Procedure.
21. Have in place attendance procedures with Ministry of Education requirements.
22. Have in place procedures to ensure student safety when using the school bus service provided on behalf of the school.
23. Community: The Board of Trustees shall take a proactive role in community issues that could impact on the Health and Safety of our students and staff.

Responsibilities

Health and safety is everyone's responsibility – awareness and appropriate communication is key. Any hazards, concerns or incidents shall be reported to a member of staff who shall take responsibility for advising a member of the management team or the Principal, as appropriate.

The Board of Trustees, with the support of the Principal and staff, shall meet their responsibilities outlined in the Health and Safety policy, including ensuring it is annually reviewed.

The Principal, with the support of the management team, shall ensure the Health and Safety policy is met. The Health and Safety management system (including plans, procedures, guidelines, forms and relevant communications) outlines specific actions required to effect the policy. These documents shall be regularly reviewed to ensure all areas are up-to-date and actioned.

Those responsible for carrying out specific health and safety tasks or areas of responsibility, identified in the Health and Safety management system and/or in their position descriptions, are required to:

- know and meet their responsibilities
- act on any identified hazards in accordance with the procedures
- report (to a member of the management team, Principal or as appropriate) any hazards, concerns or incidents which are identified in that area of responsibility
- regularly review the appropriateness of the requirements

In all circumstances everyone should act with a shared responsibility of care.

Date ratified: _____

Principal: _____

Chairperson: _____