

NAG 5: HEALTH AND SAFETY POLICY



Wharepapa South School

*The friendly school:
Learning together,
climbing high*

Through the development of health and safety procedures, practices and guidelines the Wharepapa South School Board of Trustees can ensure that we offer students, staff and visitors a physically and emotionally safe environment

Guidelines:

1. Staff and students will be made aware of the school's health and safety rules.
2. Correct procedures for the maintenance of equipment and materials will be established to ensure that they are safe and properly handled.
3. Staff and students will be encouraged to identify hazards and bring forward issues concerning health and safety.
4. Staff and students will be made aware of emergency procedures and be involved in evacuation / non-evacuation drills on a regular basis.
5. Hazards will be identified to all staff, students and visitors where possible.
6. On a continual basis, hazards will be identified and noted to enable action to be taken.
7. Training needs for staff will become part of the Professional Development programme at the school.
8. The principal, as Officer has responsibility for implementing this policy and therefore must:
 - ☐ Exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligations. (know about work health and safety matters and keep up-to-date, gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations.)
 - ☐ Take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices.
 - ☐ Ensure that staff code of conduct is implemented effectively.
 - ☐ Ensure there is zero tolerance to unacceptable behaviour, such as bullying, and there are effective processes in place.
 - ☐ Provide a smoke free environment.
 - ☐ Ensure a risk analysis management system (RAMS) is in place and carried out.
 - ☐ Seek approval for overnight stays/camps/visits attesting first to their compliance with above (and ETOC procedure)
 - ☐ Consult with the community every two years regarding the health programme being delivered to students
 - ☐ Provide information and training opportunities to employees.
 - ☐ Advise the board chair of any emergency situations as soon as possible
 - ☐ Ensure all employees and other workers at school will take reasonable care to: cooperate with school health and safety procedures, comply with the health and safety legislation (duties of workers), ensure their own safety at work, promote and contribute to a safety conscious culture at Wharepapa South School.

In order to fulfill the policy the board of trustees and management have developed, and will regularly review, the following procedures:

Policy on prevention and reporting of child abuse

EOTC

- A. Accidents and student illness
- B. Behaviour Management
- C. Bullying
- D. Bus
- E. Crisis Management
- F. Harrassment
- G. Medication
- H. Pandemic
- I. Safety in the curriculum
- J. Swimming Pool

Policy Group: Principal, BOT
Review Cycle: Triennially

Review Date	2017	2020	2023	2026
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Signed by: