

Wharepapa South School

Health, Safety, and Welfare Policy

Wharepapa South School is committed to ensuring the safety and wellbeing, as far as is reasonably practicable, of students, employees, and visitors both at school and when away from the school on school business. The board of trustees is responsible for this policy, and delegates its implementation to the principal. The school reports on aspects of its health and safety **compliance** throughout the year.

Board responsibilities

The board of trustees:

- provides and maintains a safe physical and emotional environment for students and staff
- meets our **legal requirements**, to ensure the safety of students, employees, and visitors
- upholds our **primary duty of care** to everyone in the school community and exercises **due diligence** to ensure that the school meets its health and safety obligations
- ensures that **emergency planning** is current
- ensures the school meets **food safety** requirements and **promotes healthy food and nutrition** for all students
- continuously improves our health and safety performance.

Implementation

The following steps allow us to carry out the aims of our health, safety, and welfare policy:

- The school has **Health and Safety representation** and conducts an annual internal audit of the school's health and safety compliance and practices.
 - Workers take reasonable care of their own health and safety and that of other people, and comply with any reasonable instruction given to them by management.
 - All staff are kept informed of the results of health and safety monitoring and review, and consulted in the development and review of these procedures. Staff understand and implement all health and safety procedures, and are kept trained and supervised in their implementation. See **Worker Engagement, Participation, and Representation**.
 - All staff are active in **hazard identification and risk management**.
 - The school provides health and safety induction, training, and supervision for all workers.
 - On health and safety issues, the school consults, cooperates and coordinates with **contractors working at school**.
- Staff follow internal health and safety procedures in their daily work. This includes:
 - supervising students at **break times**
 - applying our **sun protection** policy
 - following guidelines for **plant and machinery safety** and **storage and use of hazardous substances**
 - administering **medication** and **dealing with blood**
 - supporting staff and students with **chronic communicable conditions**
 - following guidelines for **visitors** to the school, including parents' access to students during school hours
 - following **student attendance** procedures.

Tools

- The school maintains:
 - a **hazard register**, and any identified hazard is eliminated or minimised
 - an **accident register**, including first aid records and all accidents and near misses, and informs WorkSafe NZ and the board chair as soon as practicable when a **notifiable incident** occurs in any place controlled by the school
 - specific planning for EOTC activities, including risk management, which follows Ministry of Education regulations and guidelines, and legal requirements
 - up-to-date **emergency plans and evacuation procedures**, and assures the board of drills and trial evacuations
 - comprehensive **digital technology and cybersafety policies and procedures** to guide our use of the internet, mobile phones, and other ICT devices and equipment.

Related policies and procedures

Our school:

- aims to provide and maintain a safe physical and emotional environment and a positive, inclusive culture for both **students** and **staff**
- recognises that **workplace stress** is a hazard and has a policy to address this

- follows **abuse reporting procedures**, and trains staff in recognising and reporting abuse
- applies **behaviour management** strategies and if necessary, **stand-down, suspension, or exclusion procedures**
- complies with the **smokefree** legislation and promotes a smokefree lifestyle.

This policy meets the aims of **National Administration Guideline 5**.

Legislation

- Health and Safety at Work Act 2015
- Children's Act 2014
- Smoke-free Environments Act 1990
- Civil Defence Emergency Management Act 2002
- Food Act 2014

Resources

- **WorkSafe** 
- **Health and Safety requirements for boards and school leaders**  (guide, example policies and procedures, tools)

Release history: Term 4 2019, Term 3 2018, Term 2 2017, Term 3 2016, Term 1 2016, 1 April 2014, 30 September 2013, 28 March 2013, 5 May 2008

SUPPORTING POLICIES AND PROCEDURES

[The Health and Safety at Work Act](#)
[Worker Engagement, Participation, and Representation](#)
[Health and Safety Induction](#)
[Safety Management System](#)
[Managing Accidents and Illness](#)
[Health Conditions](#)
[Alcohol/Drugs and Other Harmful Substances](#)
[Animal Ethics](#)
[Chain of Custody](#)
[Dogs on School Grounds](#)
[Digital Technology and Cybersafety](#)
[Responding to Digital Incidents](#)
[Emergency Planning and Procedures](#)
[Harassment](#)
[Firearms](#)
[Risk Management](#)
[Food Safety](#)
[Coronavirus Outbreak 2020](#)
[Plant and Machinery Safety](#)
[Storage and Use of Hazardous Substances](#)
[School Bus Transport](#)
[School Swimming Pool](#)
[Separated Parents, Day-to-Day Care, and Guardianship](#)
[Smokefree Schools](#)
[Staff Social Media](#)
[Student Safety and Welfare](#)
[Visitors](#)

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| <i>Last scheduled review</i> | <i>Term 3, 2019</i> |
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| <i>Last internal review</i> | <i>Term 3, 2019</i> |
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| <i>Topic type</i> | <i>Core Generic</i> |
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