

Papakura High School

N5.1 Health and Safety Policy

Rationale

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

Purpose

The Board as PCBU is responsible for ensuring health and safety procedures are developed and implemented. However, employees need to be aware of their responsibilities and comply with the board's health and safety policy and school procedures.

Delegations

The Board delegates to the principal as officer the responsibility to:

- develop and implement health and safety procedures
- ensure employees, students and other people have the information they need in order to comply with policy and procedures.

Expectations and limitations

1. The Board will, as far as is reasonably practicable¹, comply with the provisions of legislation dealing with health and safety in the workplace by:
 - providing a safe physical and emotional learning environment
 - ensuring the cultural safety of the school community is adhered to
 - ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
 - ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the Sale and Supply of Alcohol Act 2012
 - providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
 - ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
 - having a commitment to a culture of continuous improvement.
2. The Principal, as the 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 obligations²
 - take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
 - ensure the staff code of conduct is implemented effectively
 - ensure there is zero tolerance for unacceptable behaviours, such as bullying, and that there are effective processes in place
 - provide a smoke-free and drug-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
 - consult with the community every 2 years regarding the health programme being

delivered to students recognising the cultural needs of students and the school community

- provide information and training opportunities to employees
- advise the board chair of any emergency situations as soon as possible
- advise Worksafe and the BoT of any notifiable Health and Safety occurrences
- ensure all employees and other workers at the school will take reasonable care to:
 - cooperate with school health and safety procedures
 - comply with the health and safety legislation and duties of workers
 - ensure their own safety at work
 - promote and contribute to a safety-conscious culture at the school

3. The school will have a staff Health and Safety committee which will report to the Board.

Related procedures/supporting documentation

Te Tiriti o Waitangi

Policies

- 5.2 Complaints Policy
- 5.3 Physical Restraint Policy
- 5.4 Child/Student Protection Policy

Procedures

- 4.27 Police Vetting Procedures
- 5.1 Abuse, Neglect and Disclosure Procedures
- 5.2 Administering Medication Procedures
- 5.4 Managing Student Behaviour Procedures
- 5.6 Pandemic and Infectious Diseases Procedures
- 5.7 Surrender and Retention of Student Property Procedures
- 5.8 Sexual Harassment: Procedures for making and handling complaints
- 5.10 Visitors to School Procedures
- 5.11 Removing Students from Class Procedures
- 5.12 Transport of Student Procedures
- 5.13 Cybersafety Procedures
- 5.14 Complaints Procedures
- 5.15 EOTC Procedures
- 5.16 Bullying Procedures
- 6.1 Emergencies or Traumatic Incidents Procedures
- 6.2 Emergency Evacuation Procedures

Documents

Staff Induction Checksheet

Health and safety register

Hazard register

Hazard assessment matrix

Injury and incident reporting (procedure, checklist, board report, investigation form)

Emergency Evacuation Procedures

Pastoral Care and Student Support Manual

Behaviour Management Manual - Strategies for Teachers

Monitoring

1. Worksafe New Zealand and the Board will be informed when any notifiable³ Health and Safety events occur.
2. The Board will receive monthly updates of significant Health and Safety issues.

Legislative compliance

Te Tiriti o Waitangi

Health and Safety at Work Act 2015

Vulnerable Children Act 2014

Footnote

1. "Reasonably practicable" means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.
2. These "obligations" are to:
 - 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
 - ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
 - ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
 - ensure there are processes for complying with any duty and that these are implemented
 - verify that these resources and processes are in place and being used.
3. A "notifiable" event is when any of the following occurs as a result of work:
 - a death
 - a notifiable illness or injury
 - a notifiable incident.

Reviewed: Term 4, 2021

Next Review date: Term 4, 2024

Signed:

Designation: Chair, Board of Trustees

