



Sir Keith Park

SPECIAL SCHOOL

POLICY: Health & Safety NAG 5

Rationale:

National Administration Guideline 5 requires each board of trustees to:

- a. provide a safe physical and emotional environment for students;
- b. promote healthy food and nutrition for all students; and
- c. comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

Purpose:

To ensure the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

Guidelines:

1. The board of trustees is responsible for this policy, and delegates its implementation to the principal.
2. The Board of Trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. We will achieve this through:
 - making health and safety a key part of our role
 - liaising with our workers to improve the health and safety system at our school
 - doing everything reasonably possible to remove or reduce the risk of injury or illness
 - making sure all incidents, injuries and near misses are recorded in the appropriate place
 - investigating incidents, near misses and reducing the likelihood of them happening again
 - having emergency plans and procedures in place
 - ensuring everyone is informed about hazards and risks so everyone can work safely
 - providing appropriate induction, training and supervision for all new and existing workers
 - helping workers who were injured or ill return to work safely
 - making sure contractors and sub-contractors working at the school operate in a safe manner.
3. 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
 - take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
 - ensure that the staff code of conduct is implemented effectively
 - ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that 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
 - 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

4. All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - being involved in improving health and safety systems at work
 - following all instructions, rules, procedures and safe ways of working
 - reporting any pain or discomfort as soon as possible
 - reporting all injuries, incidents and near misses
 - helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
 - reporting any health and safety concerns or issues through the reporting system
 - keeping the work place tidy to minimise the risk of any trips and falls
 - wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.
5. Others in the workplace
All others on the workplace including students and visitors are encouraged to:
 - follow all instructions, rules and procedures while in school grounds
 - report all injuries, incidents, near misses to their teacher or other staff members
 - wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning
6. Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.
7. Health and Safety is everyone's responsibility.
8. This policy should be read in conjunction with the Sir Keith Park School Health and Safety Manual. This Manual is accessible in all areas of the School.

Related Procedures:

Board Statement:

The board is committed to providing and maintaining a safe and healthy workplace, and a commitment to providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

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

Ratified by the Board: June 2014
Reviewed & Amended: 2018

Signed For BOT