



Health and Safety Policy

Purpose:

The Board of Trustees will endeavour to meet all requirements or obligations placed upon it by legislation, regulation or codes of practice and maintain a safe and healthy environment for employees, students, contractors and visitors to the school. Our aim is safety first: zero serious harm.

We will do this by:

- Providing and maintaining a safe environment and facilities for health and safety
 - Ensuring all equipment, vehicles and plant and machinery are of a safe standard, properly maintained and that staff are trained to use them safely.
 - Ensuring that all people at or in the vicinity of the school are not exposed to uncontrolled or unmanaged hazards by:
 - Systematically identifying actual and potential hazards through a regular formal process which will include a physical inspection of the school site, building and equipment.
 - Taking all reasonable steps to eliminate or isolate significant hazards
 - If it is not practicable to eliminate the hazard we will do whatever we reasonably can to minimise the possibility of harm, injury or damage arising.
 - Ensuring that all hazards and their controls are listed in a register (the “Hazard Register” and that hazards and their controls are regularly reviewed to ensure they continue to be relevant and stop of control exposure to hazards or hazardous practices.
 - Informing employees, students, visitors and all contractors and their employees of these hazards and hazard controls using the Hazard Register.
 - Providing appropriate training to ensure that all employees are adequately trained to carry out their duties in a safe manner; we will also provide proper supervision and enforcement of safe work practices
 - Providing and maintaining protective clothing and equipment where needed, and monitoring and enforcing their use.
 - Developing procedures for dealing with emergencies within the school and prominently displaying these
 - Employees will be trained in emergency procedures and a review of emergency procedures will be carried out at least once a term, including emergency drills.
 - Providing for a system whereby employees, students, visitors and contractors are encouraged to report any hazard, potential hazard, accident, injury or near miss to the School Office immediately. An Accident Register will be maintained at the School Office to enable all accidents, incidents or near misses to be recorded and investigated.
 - The Board will ensure that the Register of Accidents, incidents and near misses is reviewed at least once every six months to identify all contributing factors to determine whether the cause was a significant hazard. If a new hazard is identified we will update the Hazard Register and plan for and implement corrective action to eliminate or minimise the hazard.
 - Ensuring compliance with the Ministry of Education’s Health and Safety Code of Practice (with notification to the District Property Manager, Ministry of Education, where minimum standards prescribed in the Code cannot be met)

- All instances of serious harm to employees will be reported to the Department of Labour as soon as possible, with written notification, in the prescribed form, of the circumstances of the occurrence within a week of its occurring (see www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm)
- Encouraging employees to participate in all health and safety matters and that employees and contractors are fully informed of health and safety requirements and understand their health and safety obligations.
- Ensure that all new employees and contractors are informed of:
 - The Health and Safety Policy of the School
 - Hazards the employee may be exposed to while at work and their controls
 - School grounds are drug, smoking and alcohol free
- Regularly discussing and reviewing health and safety at Staff and Board meetings and maintaining a record of discussions in the meeting minutes.
- Promoting a system of continuous improvement, including professional development and annual reviews of Policies and Procedures.
- Requiring all contractors engaged on work for or on behalf of the school to have health and safety performance requirements contained in their contract. In particular, the Board will need to be satisfied that the contractor is competent to carry out the work safely, and will use appropriate equipment that is properly maintained.
- Helping workers who were injured or ill return to work safely.

In order to meet these requirements Tokanui School will develop and implement procedures for:

- Dealing with students with severe allergies
- Civil Defence
- Harassment
- Internet Safety
- Administration of Medication
- EOTC - Education Outside the Classroom risk management
- Trauma
- Water Testing
- Adult-Student Contact
- Behaviour Management, including during bus travel
- Playground Supervision procedures
- Dealing with Bullying
- Dealing with Child Abuse allegations against employees
- Storage of Chemicals
- Safe Transport
- Parental Involvement
- Concerns and Complaints
- Reporting Child Abuse
- Sun Safe program
- Non-Custodial Parents procedures

Effectiveness Review

1. This Policy will be reviewed annually by the Board in accordance with its self-reviewing timetable.

Chairperson

Date reviewed June 2021