

5: POLICY HEALTH AND SAFETY

This policy should be read in conjunction with the [Health and Safety at Work Act 2015](#).



RUAHINE SCHOOL

The Best I Can Do, The Best I Can Be

Tū māia au ki te māhi, tū rangatira au ki te ao

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RATIONALE

Ruahine School has responsibility for the health and safety of the students and staff. To ensure their safety, it is necessary to have clear processes and guidelines.

PURPOSE

Ruahine School will take all practicable steps to ensure the health & safety of workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

GUIDELINES

1. Staff have individual responsibility for health and safety
2. Staff, collectively, have responsibility for eliminating or minimising the potential for harm to people at their workplace. This includes contractors, other staff and visitors being informed of any results of any monitoring their work area
3. Staff are consulted on, and given the opportunity to participate in health and safety management
4. The union and other employee representatives are consulted regarding health and safety management
5. The school has an effective method for identifying hazards
6. Significant hazards are controlled by:
 - i. Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people
 - ii. Minimising the effects of hazards, if they cannot be practicably eliminated or isolated
7. The school creates and maintains a safe working environment. This includes providing facilities for staff health and safety at work
8. Clear plans and procedures are in place and practiced for all foreseeable emergencies that may arise in the workplace
9. The school provides appropriate orientation, training and supervision for all new and existing staff
10. Maintain effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors
11. Recording, reporting and investigating injuries is recorded accurately and in a timely manner
12. The Board of Trustees is committed to continuous improvement in health and safety
13. The Board of Trustees complies with all relevant health and safety legislation
14. The Board of Trustees is committed to providing a physically and emotionally safe working environment for staff
15. The school supports the safe and early return to work of injured employees
16. There is ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy
17. School policy and the KiVa programme ensures a zero tolerance to bullying and effective processes in place for preventing and dealing with bullying
18. Essential measures are provided to ensure that students and staff are adequately protected against exposure to excessive sunshine at school, and when participating in school activities/events
19. The school maintains a smoke-free and illicit-substance-free environment
20. Risk analysis management system (RAMS) are carried out where and when appropriate
21. The Board of Trustees give approval for all overnight stays/camps, first attesting to their compliance with (5 & 18) above
22. The school consults with the community every two years regarding the health programme being delivered to students
23. Personal documentation held at the school is kept secure and private

24. The principal advises the board chair of any emergency situations as soon as possible

CONCLUSION

By ensuring staff, students, Board, caregivers and visitors are familiar with the above procedures, the school will be a safer environment.

Chairperson:

Principal:

Policy No: 5
Date of Adoption: April 2015
Reviewed: 3 September 2019

References:

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>

<https://worksafe.govt.nz/notify-worksafe/>

<https://www.education.govt.nz/school/health-safety-and-wellbeing/student-and-staff-health/injury-and-illness-management/>

[Health & Safety Management Plan](#)

[Hazard Register](#)

Procedures:

- 5.1 Health and Safety Plan and Review
- 5.2 Hazard Management
- 5.3 Accident and Incident
- 5.4 Induction and Training, Including Visitors
- 5.5 Behaviour Plan (Steps, KiVa, Stand Down)
- 5.6 Physical Restraint

3.5 Complaints

3.11 Staff Wellbeing and Safety