

CENTRAL SCHOOL



Te Kura Waenga o Ngāmotu

NAG 5 – HEALTH & SAFETY POLICY

PURPOSE

This policy documents establishes the Board of Trustee's policy intent in respect of Health and Safety at Central School and how Central School will ensure that it meets its obligations under the National Administration Goal 5 to provide a safe physical and emotional environment.

POLICY

Central School will do all that is reasonably practicable to ensure the health and safety of staff, students, visitors and contractors by complying with relevant health and safety legislation (including the Health and Safety at Work Act 2015), New Zealand standards, and approved codes of practice.

GUIDELINES

Board of Trustees Responsibility

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:

1. Making health and safety a key part of our role.
2. Working with our workers to improve the health and safety system at our school.
3. Doing everything reasonably practicable to remove or reduce the risk of injury or illness.
4. Making sure all incidents, injuries and near misses are recorded in the appropriate place.
5. Investigating incidents, injuries and near misses and reducing the likelihood of them happening again.
6. Having emergency plans and procedures in place including testing their effectiveness.
7. Ensuring the School has an effective method for managing risks.
8. Ensuring the provision of the appropriate training for all staff.
9. A commitment to improvement in health and safety.

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Management Team Responsibility

All members of the Management Team will take a leadership role in promoting health and safety at school through:

1. Creating and maintaining a safe physical and emotional working environment for staff, students and visitors to the School. This includes providing facilities for staff health and safety at work.
2. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
3. Accurately recording, reporting and investigating injuries, incidents and near misses.
4. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.
5. Providing appropriate, induction, training and supervision for all new and existing workers.
6. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management.
7. Ensuring union and other employee representatives are consulted regarding health and safety management, if so requested.
8. Supporting the safe and early return to work of injured employees.
9. Maintaining effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
10. Making sure contractors and sub-contractors working at the school operate in a safe manner.

Workers/Staff Responsibility

All workers are encouraged to play a vital and responsible role in maintaining a safe and health workplace through:

1. Taking individual responsibility for health and safety including participating in all consultation processes.
2. Being involved in improving health and safety systems at work.
3. Following all instructions, rules, procedures and safe ways of working.
4. Reporting any pain or discomfort as soon as possible.
5. Reporting all injuries, incidents and near misses.
6. Helping children, new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist.
7. Reporting any health and safety concerns or issues through the reporting system.
8. Keeping the workplace tidy to minimize the risk of any trips and falls.
9. Wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

Others in the workplace

All others in the workplace including students and visitors are encouraged to:

1. Follow all instructions, rules and procedures while in the school grounds.
2. Report all injuries, incidents and near misses to their teacher or other staff members.

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3. Wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning.

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and safety is everyone's responsibility.

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