

FLEMINGTON SCHOOL - HEALTH AND SAFETY POLICY (NAG 5)

Purpose

The Flemington School board of trustees is committed to ensuring 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. This policy also takes cognisance of the special circumstance that children represented in regard to safety and protection.

This also includes the health and wellbeing, including feelings of grief and/or post-traumatic stress, of all workers, students, visitors and parents that may be affected as a result of any Crisis, or Traumatic Incident that occurs.

This policy has been written with the following legislation as the guide:

- Health and Safety at Work Act 2015
- Children, Young Persons and Their Families Act, 1989
- Crimes Act, 1961
- Domestic Violence Act, 1995
- Health Act, 1956
- Health and Disability Sector Standards Regulations, 2001
- Privacy Act, 1993
- Health Information Privacy Code, 1994
- Vulnerable Children's Act, 2014
- Care of Children Act, 2004
- Employment Relations Act, 2000

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.
- Working 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, including being Sun Smart.
- 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.
- Training everyone 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.

Vulnerable Children

This Health and Safety Policy along with the Child Protection Policy, Safe Working Practices and the Vulnerable Definitions and Management Procedures confirms the commitment of Flemington School to the protection of children and proceeds to:

- Outline the standards and principles by which all staff will abide
- Define child abuse
- Outline the action to be taken by staff where any form of abuse or ill-treatment is known or suspected
- Establish what action is required when allegations are made against staff
- Explore the implications for staff training

The Board of Trustees will ensure that:

- Staff are carefully selected with the principles of the Health and Safety Policy in mind.
- Staff are appropriately trained in issues of child protection.
- Staff are aware of the Health and Safety Policy and these Child Protection Policy and associated Procedures and/or guidelines.

Designated Person for Child Protection

- The role for the Designated Person for Child Protection by default is the principal or the person acting in that role, as recorded in Board minutes.
- Any change to this is to be noted in the minutes as part of a board meeting.

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.

Others in the workplace

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

- Follow all instructions, rules and procedures while in the school grounds
- Report all injuries, incidents and 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

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.

Reviewed:

Next Review Date:

Amended:

Signed:

This is to be read in conjunction with the NAG 5 Child Protection Policy and the following Procedures:

- Crisis and Traumatic Incident Management Procedure
- Vulnerable Children's Definitions and Management Procedures
- Administration of Medicines Procedure
- Health and Safety Procedure
- Pandemic Planning Procedure
- Emergency Procedures