



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

NAG 5 - Policy and Procedure Health and Safety

Rationale

At Kamo Primary School, a safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

Purpose

The Board of Trustees is responsible for ensuring health and safety procedures are developed and implemented. However, employees of Kamo Primary School need to be aware of their responsibilities and comply with the school's policy and procedures.

Guidelines

Delegations

The Board of Trustees delegates to the principal, as officer, the responsibility to:

- develop and implement health and safety procedures.
- ensure employees have the information they need in order to comply with policy and procedures.

Expectations and Limitations

The Board of Trustees will, as far as is reasonably practicable,¹ comply with the provisions of legislation dealing with health and safety in the workplace by:

- providing a safe physical and emotional learning environment.
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community.
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards.
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents.
- having a commitment to a culture of continuous improvement.

¹ Reasonably practicable means what is, or was, reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

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.²



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- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices.
- 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.
- provide information and training opportunities to employees.
- advise the Board chairperson of any emergency situations as soon as possible.
- ensure all employees and other workers at the school will take reasonable care to:
 - co-operate with school health and safety procedures.
 - comply with the health and safety legislation and duties of workers.
 - ensure their own safety at work.
 - promote and contribute to a safety-conscious culture at the school.

2 The due diligence obligations are to:

- know about work health and safety matters and keep up to date.
- gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations.
- ensure the person conducting a business or undertaking work has appropriate resources and processes to eliminate or minimise those risks.
- ensure the lead personnel have appropriate processes for receiving information about incidents, hazards and risks and for responding to that information.
- ensure there are processes for complying with any duty and that these are implemented.
- verify that these resources and processes are in place and being used.

Procedures / Supporting Documentation

- Staff induction.
- Education Outside the Classroom (EOTC), RAMS.
- Health and safety register.
- Hazard register.
- Hazard assessment register.
- Injury and incident reporting (procedure, checklist, Board report, investigation form).
- Emergency procedures, including for shut-down and evacuation.
- Administering medication.
- Accident management.
- Alcohol, smoking and drugs.
- Before and after-school care.
- Behaviour management – managing challenging behaviour and physical restraint (policy and procedures).
- Civil Defence and crisis procedures.



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- Collection, storage and access to personal information.
- Concerns and complaints.
- Court orders against parents/caregivers.
- Cyber safety.
- First aid and infection (pandemic plan).
- Healthy eating.
- Parent helpers.
- Adult behaviour at school (adult conduct at school).
- Playground supervision.
- Police vetting.
- Protected disclosures.
- Sexual harassment.
- Sun smart (sun safety).
- Transporting children.


Monitoring

Any incidents or concerns will be reported at Board of Trustees meetings, or emailed through as an e-resolution with any concerns.

Legislative compliance

- Health and Safety at Work Act 2015
- Children's Act 2014

Signed:  Principal

Signed:  BoT Chairperson

Reviewed: Term 3, 2021

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