

HEALTH AND SAFETY POLICY

SCOPE

The Policy governs the procedures to be followed by all staff, students and visitors to the school, in relation to Health and Safety.

This Policy should be read in conjunction with:

- 5.6.1 Health and Safety Responsibilities Guidelines
- Child Protection Policy
- Health and Safety Rehabilitation Statement
- The MoE (Ministry of Education) Health & Safety Guidelines (a bound copy is held in the main office and a copy attached to original policy)
The MoE Worksafe at Schools: Creating a Health and Safety Framework for Schools which can be sighted on: <https://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/>
- WGHS Guideline for Staff – Health & Safety within the School (attached)
- WGHS Pandemic or Contagious Diseases Guideline on:
<https://www.health.govt.nz/system/files/documents/publications/influenza-pandemic-plan-framework-action-2nd-edn-aug17.pdf>
- MOE Pandemic Plan for Schools, ECEs and TEOs (Document 1, 2 and 3) which can be sighted on <https://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/work-place-management/pandemic-planning-kit/roles-and-responsibilities/>
- Health and Safety at Work Act 2015 –
<http://www.business.govt.nz/worksafe/hswa> or <https://worksafe.govt.nz>

OBJECTIVE

Westlake Girls High School is committed to providing a Healthy and Safe working environment for all staff, students and visitors.

We will ensure a safe and healthy environment exists at the school, by eliminating or at least minimising the risks associated with hazards on the school site.

PROCEDURES

- (a) The school and its employees will be aware of, and will follow, the requirements of the Health and Safety at Work Act 2015 and any subsequent amendments.

- (b) During the course of their work, staff will ensure they do not put at risk the Health and Safety of themselves, other staff, students or visitors to the site.
- (c) All staff have the opportunity to participate in processes to improve the Health and Safety around the school.
- (d) Emergency procedures have been developed to cover unforeseen emergencies within the school and all students, staff and visitors will be made aware of these procedures.
- (e) Hazards on the school site are identified and processes and procedures are put in place to reduce potential injury by eliminating, isolating or minimizing the hazard.
- (f) A Hazard Register is maintained by the Safety Officer (Property Manager) and updated when a new hazard is identified or at least annually at the time of the review of this Policy. The hazard register details the particular hazard and the means identified to either eliminate isolate or minimise the hazard.
- (g) The school will keep a Hazardous Chemicals Register and have SDS sheets for each chemical to refer to.
- (h) An accident register is maintained in the Health Centre and is to be a complete record of all accidents in the school, be they minor accidents or notifiable events. All serious accidents will be reported to Worksafe New Zealand immediately (by the Principal) and where appropriate before the scene of the accident is altered by the Safety Officer. As well as the school ACC register (for minor injuries) we also register claims with ACC for all other injuries, and copies of these claims are kept in a file in the Health Centre, and injuries are documented in our Nursing notes on Kamar.
- (i) All notifiable events will be fully investigated with a report made to the Principal on the cause, the outcome and the means taken to ensure the hazard is eliminated or reduced for the future. The Principal will keep the Board Chair Person informed of any such situations.
- (j) The Property Manager (in their role as Safety Officer) undertakes a monthly, documented inspection of the school to identify hazards and to review:-
- The operation of alarms and switches, hose reels, emergency lighting
 - Existence of appropriate signage
 - Security of safety barriers
 - Safety of stairs, handrails and means of escape
- (k) All staff are notified by the Property Manager of any Health and Safety issues as is necessary.
- (l) Staff are regularly provided with and given training towards holding up-to-date Health and Safety knowledge and qualifications (e.g. First Aid Certificates).

- (m) Staff using hazardous equipment such as workshop machinery, cleaning equipment, chainsaws, water blasters etc. will receive appropriate training regularly.
- (n) Staff and students (via a staff member) should notify the Property Manager if they identify anything they believe may cause an accident or injury, be a potential hazard or danger that could lead to injury to action as appropriate.
- (o) All visitors must sign in when visiting the school, using the Vistab terminal, and then they will be issued with a printed visitor pass.
- (p) Everyone on site adheres to the schools Smoke-free requirement.

Date (Policy effective from):

Review Date: *Sept 2020*

Signature:
(Principal)

All Deputy & Assistant Principals (SLT), Line Managers & Heads of Departments	<p>Ensure that:</p> <ul style="list-style-type: none"> • There is a demonstrable commitment to implementing the Health & Safety Policy and by their actions, ensures that it is communicated to everyone • H&S Management systems and processes are implemented • Hazards are Identified and risks controlled in work areas they oversee • Operating/safe working procedures and on-the-job training implemented and ongoing • Staff performance and compliance with procedures evaluated • Relevant Health & Safety information is communicated to all Teaching & Support Staff • Guides staff they oversee on their Health & Safety Responsibilities • There is accurate recording and investigations of incidents and accidents.
All Teaching and Support Staff (Workers)	<p>Duties of Teaching & Support Staff - every employee shall take all practicable steps to ensure their safety while at work. This means they must ensure that no action or inaction that they take, whilst at work, causes harm to themselves or any other person. (Section 45 of the Health and Safety at Work Act 2015)</p> <p>All Teaching & Support Staff are expected to:</p> <ul style="list-style-type: none"> • Comply with all written Rules and Procedures • Report promptly all Hazards and Hazardous Incidents • Ensure that they assist other Teaching staff, Support staff and students, who may be new or inexperienced, to work safely • Contribute ideas and suggestions to improve H&S performance. • Assist management to comply with the H&S Policy. <p>[See Staff H&S Handbook for greater detail].</p>
Finance (Financial Controller)	<ul style="list-style-type: none"> • Makes provision for improving H&S Systems and Processes in operating budgets, including cost of H&S related expenditures • Items include: human resources, training and auditing as well as plant & equipment upgrades.
Purchasing & facilities Property Manager (assisted by DP H & S/School Operations)	<ul style="list-style-type: none"> • Ensures all products/services meet Health & Safety standards or specifications • Obtains Health & Safety information, including Material Safety Data Sheets from suppliers; specifies Health & Safety requirements with purchase requisitions; ensures procured items meet relevant Health & Safety specifications. • Ensures buildings and plant meet H & S requirements (BWO, electrical checks, fire equipment checks etc)
Emergency Wardens (Property Staff), SLT & Front Office Staff	<p>The Warden must be available to carry out the following duties whenever the Emergency evacuation alarm is sounded or on becoming aware of an Emergency. Whenever the building is occupied, the Warden [and zone wardens if appointed] shall ensure :</p> <ul style="list-style-type: none"> • The means of escape are kept clear of obstacles at all times • Exit doors are not locked, barred, or blocked, so as to prevent occupants from leaving the building, when the building is occupied. • Smoke control and fire stop doors are not kept open by methods other than hold open devices that comply with the building code • Stairwells and passageways [designated specifically for means of escape from fire] are not used as places of storage, particularly of flammable liquids or materials, or places where refuse is allowed to accumulate • They receive or obtain details of the Emergency • They notify the Fire Service by dialling 111 • They always have access to the Emergency Evacuation List and Register of Disabled People, and proceed to the site alarm panel (arrival point for the Fire Service), • Receive status reports from Zone Warden(s) and adjust the Emergency Evacuation Board to reflect the current status of the evacuation. • On arrival of the Fire/Police Service, to keep everyone informed of progress and current status of the Emergency.
Deputy Principal H&S, Property Manager & Senior Wardens	<ul style="list-style-type: none"> • They follow instructions of Senior Fire Service Officer and act as liaison between Fire Service and school staff. • When Fire Service gives approval for re-occupation of the building, they pass this information on to the Zone Wardens and all other staff.

Training Deputy Principal H&S, Property Manager	<ul style="list-style-type: none"> • Ensures that Health & Safety information is included in all general training, as well as supporting the provision of specific H&S Training. • Ensures that H&S Training occurs and it is recorded. • Ensures that ongoing and refresher H&S Training occurs and that records are maintained.
Health & Safety Committee Representatives	<p>The main responsibilities of H&S Representatives will be to:</p> <ul style="list-style-type: none"> • Ensure that they are conversant with relevant legislation, the School's Safety System, policies, and standards, to encourage all Teaching & Support Staff to work within the agreed procedures. • Encourage co-operation between management and Teaching & Support Staff in promoting the maximum standard of health and safety for everyone in the School's employment. • Supplement the efforts of management, the H&S Coordinator, external Health providers, and the School's Rehabilitation Coordinator • Report any unsafe act or hazardous conditions to their Managers • Liaise with management in following up corrective actions from accident investigations and workplace inspections • Attend and take an active part in the site Health & Safety Committee meetings • Be aware of the correct action to take in the event of accident, fire, or other emergency • Be familiar with the particular hazards of the area they represent and the measures necessary to eliminate or minimise the risk deriving from these hazards.
First Aiders (School Nurse & all trained First Aid staff)	<p>First Aiders are Responsible for:</p> <ul style="list-style-type: none"> • Maintaining current knowledge of First Aid, keeping up to date with new developments and attending refresher training as required • Assessing the situation, nature of injury and summoning appropriate help • Protecting themselves, the casualty and others from danger of cross infection by following correct procedures and using the correct PPE • Administering treatments and staying with casualty until handed over to summoned professional health provider • Completing a First Aid Report and passing it to relevant Supervisor. • Maintaining their First Aid Kit in both a hygienic condition and with all required items.

All the above positions have been reviewed against staff responsibilities and found to conform.

Principal

Signature:

Date: 25/09/2018

(Annually reviewed)