

Port Ahuriri School Health and Safety Policy

Port Ahuriri School is committed to ensuring the safety and wellbeing, as far as is practicable, of students, employees and visitors both at school and when away from the school on school business.

Our health and safety policy **enables** us to:

- provide a safe physical environment for students and staff
- meet our legal requirements to ensure the safety of students, employees, and visitors
- promote healthy food and nutrition for all students.

The following steps allow us to carry out the **aims** of our health and safety policy:

- Employees take all practicable steps to ensure their own safety and that of other people.
- The staff is kept informed of the results of health and safety monitoring and review, and consulted in the development and review of these procedures. Staff understand and implement all health and safety procedures, are trained and supervised in their implementation.
- The school has **internal procedures** for health and safety issues, implemented by staff every day. These include:
 - duty playground supervision, sun protection
 - guidelines for plant and machinery safety
 - administering medication, communicable diseases, handling of blood
 - visitors to the school, including parents access to students during school hours
 - absence notification.
- The school **maintains**
 - a hazard register, and any identified hazard is eliminated, or isolated, or minimised. The school assures the board of this ongoing process.
 - an accident register including first aid records and all accidents and near misses, and informs WorkSafe NZ and board chair as soon as practicable when a serious harm accident occurs in any place controlled by the school.
 - specific planning for EOTC activities, including risk management, which follows Ministry of Education regulations and guidelines and legal requirements.
 - up to date emergency plans and evacuation procedures, and assures the board of trial evacuations.
- The school **follows** abuse reporting procedures, and trains staff in recognising and reporting abuse.
 - The school applies behaviour management strategies and if necessary, stand-down, suspension or exclusion procedures.
 - The school complies with the smoke-free legislation and promotes a smoke free lifestyle.

This policy meets the aims of National Administration Guideline 5.

Relevant Legislation:

Health and Safety in Employment Act, 1992

Smoke-free Environments Amendment Act, 2003

Civil Defence Emergency Management Act, 2002

Supporting Policies and Procedures

Port Ahuriri School Administration Handbook

Accidents and Illness

Administration of Medicine

Alcohol/Drugs and Illegal Substances

Electrical Equipment Testing

Emergency Crisis Management Plan

Food and Nutrition

Hazard Management

Head Lice

Police Vetting

Procedures on Education Outside the Classroom

School Swimming Pool Use agreement

Visitors to School

<i>DRAFT / ADOPTED / REVIEWED</i>			
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Reviewed	22/5/17		