



Health and Safety Policy - NAG 5

Rationale

Royal Oak Intermediate School (ROIS) will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, codes of practice and Te Tiriti o Waitangi Kaupapa.

Purpose

To provide a safe physical and emotional environment for all students, employees, visitors and contractors within the ROIS environment.

Guidelines

1. Creating and maintaining a safe working environment including providing facilities for staff health and safety at ROIS.
2. Engaging with staff, union and other employee representatives to encourage active participation in health and safety management.
3. Ensuring all staff are informed of, understand and accept their responsibility for the well-being of all people at their workplace including students, contractors, other staff and visitors. This includes providing appropriate orientation, training and supervision for all new and existing staff.
4. Ensuring ROIS has an effective method for identifying hazards and that there are processes and procedures in place to properly control identified hazards by:
 - i) Eliminating any hazard which may cause harm to staff, students or other people.
 - ii) Minimising the effects of hazards, if they cannot be practicably eliminated.
5. Having in place plans and procedures for all foreseeable emergencies that may arise in the ROIS environment.
6. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
7. Accurate recording, reporting and investigating injuries to any persons on ROIS grounds.
8. Board of Trustees commitment to continuous improvement in health and safety.
9. Board of Trustees commitment to comply with all relevant health and safety legislation.
10. Supporting the safe and early return to work of injured employees.
11. Ongoing evaluation, review and updating of ROIS compliance with its health and safety programme and this policy.

Supporting Procedures

In order to fulfil the policy, the board and management have developed, and will regularly review, the following procedures:

- Accident and Illness (First Aid, medication, near misses)
- Asthma
- Behaviour Management (Covering Procedure)
- Blanket Consent for EOTC (Parent consent)
- Child Abuse - Responding to and reporting
- Concerns/ Complaints
- Crisis Management Response Plan
- Education Outside the Classroom
- Emergency planning and procedures (EOTC)
- Hazard Management (Register)
- Health Care Plan for students
- HIV/AIDS and other infectious diseases
- Investigating Student Bullying, Random Acts, Near Miss, Minor, Moderate Injuries or other events
- Missing Student
- Pandemic Management
- Playground Supervision
- Procedures in the case of an earthquake
- Road Patrol / Safety
- School Closure
- Separated Parents and day-to-day care and guardianship
- Staff Social Media
- Student safety and welfare
- Visitors
- Working onsite afterhours
- Alcohol, Drugs and other Harmful Substances
- Attendance Support
- Behaviour Management (PB4L Flow Chart)
- Chemical & Gas Spills
- Civil defence emergency management procedures
- Contractors/Sub Contractors
- Cyber Safety use agreement for students
- Emergency (Fire, Earthquake, Lock Down, Evacuation, Emergency Kit)
- Evacuation
- Health and Safety Committee
- Healthy Food, Nutrition and Canteen Food
- Injury Procedures (Action to take when a child is injured)
- Medicating
- Online Publication of Student Images and Work
- Plant and Machinery Safety
- Preventing Worksite Accidents
- Protected Disclosures (NAGs 3, 4 & 5)
- School Bus transport
- Searching and Confiscation (students)
- Smoke Free / Auahi Kore
- Stand-down and Suspensions
- Sun Protection
- Water safety
- Workplace Harassment

Ratified by the Board

Chairperson: Erina Kent

Date

Next Annual Review: October 2017

Review History:

18/12/2012	28/10/2014	9/03/2016	31/03/2016	25/10/2016			
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