

## Health and Safety Policy



### Purpose

The Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors to the school by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

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
- 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
- to make sure contractors and subcontractors working at the school operate in a safe manner.

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.

### **A Safe and Healthy Environment**

The Greymouth High School Board of Trustees takes all reasonably practicable steps to ensure a safe, clean work environment and complies with all legislative requirements as they relate to Health and Safety. This includes providing proper materials, equipment and facilities to ensure health and safety and establishing and implementing safe methods and practices.

If extraordinary and significant matters relating to Health and Safety arise at the school, these will be reported to the Board of Trustees when they arise.

Visitors to the school must follow the visitor procedure by reporting to the main office upon arrival at school.

### **A Health and Safety Committee**

A Health and Safety Committee of staff representatives from various areas of the school will meet regularly to review Health and Safety issues and will report to the Board through the Principal.

### **Hazard Management**

Greymouth High School will ensure it has an effective method for identifying hazards, assessing risks and either eliminating, isolating or minimising any hazards likely to cause serious harm. This includes having procedures to mitigate risks associated with road safety and motor vehicles in school workplaces.

### **Communicable and Infectious Diseases**

The school establishes sound practices to manage and ameliorate risk, including protection from and for those carrying communicable diseases. The Education Act gives the Principal the authority to remove from the school any student who may carry a communicable disease. The Principal also has the authority to take the necessary steps (within employment laws) to ensure that a staff member does not put other staff or students at risk.

### **Administering Medication**

The school nurse is normally responsible for administering any prescription medication that is required to be given to a student at school except as prearranged with parents in the event of an emergency. This will only be done with the written permission of the parent/caregiver. During EOTC a staff member is delegated responsibility for administering medicine. The Principal stipulates procedures for administering medicines - prescription or otherwise - to students.

### **Substance Abuse**

Greymouth High School is a smoke, alcohol and drug free environment. This includes drug-paraphernalia. This statement also applies to times when the school has responsibility for students including travelling to and from school and on school-related events outside of the school.

Alcohol may be served to adults at school-related functions with the approval of the Principal in advance. Facility hire conditions will require organisers to observe this

policy and to obtain a Police or Council liquor licence to be able to serve alcohol where appropriate.

### **Search and Seizure**

In cases where search and seizure is determined to be appropriate to ensure the safety of students and or staff and their property, this will be carried out in accordance with legal requirements.

### **Healthy Foods**

Greymouth High School promotes healthy foods and nutrition as part of its commitment to promoting healthy lifestyles.

### **Access to Students**

Access to students by parents/caregivers or other members of the public during school time will be available only with the approval of the Principal. The Principal may delegate this to other senior staff. Access to students by government agencies will be governed by appropriate law. In cases where this may be stressful to the student, the school will offer support.

### **International Students**

Greymouth High School does not currently have fee-paying International Students. Should this happen the school will act in accordance with the code of practice for the pastoral care of International students. International students will be expected to adhere to all Greymouth High School policies and behavioural expectations.

### **Pastoral Care**

Through the pastoral care arrangements and provision, the school demonstrates its continuing concern for its students as individuals, actively encouraging them to be secure, successful and fully participating members in the life of the school.

### **Bullying, Harassment and Abuse**

Pastoral care systems will take specific account of the impacts of bullying with all parts of the school community having responsibilities to strive towards eliminating bullying-related harm. Bullying and harassment of any kind are unacceptable, including verbal, physical, text, cyber, sexual, racial, religious or any other form of unwanted or inappropriate behaviour and are dealt with in accordance with the school's procedures. This includes reporting suspected abuse and alerting relevant agencies whenever this is considered to be in the best interest of the student.

### **Student Behaviour Management**

Greymouth High School has clear procedures to reinforce the implementation of behaviour expectations as expressed in the school's values and expectations defined in PB4L processes and documentation.

The Principal is accountable for the maintenance of good student discipline within the school and will ensure a system of guidance and counselling is available for students and staff to support the maintenance of good discipline.

Staff acting on behalf of the Principal are expected to maintain a good standard of discipline amongst students in their charge.

Students are expected to maintain a good standard of self-discipline and should be guided in this matter through the role models provided by staff and senior students. Disciplinary action including stand-downs and suspensions for serious offences is an option. In such cases the guidelines as set out by the Ministry of Education will be strictly followed.

### **Physical Restraint of Students**

Physically restraining students is not allowed except under the circumstances outlined in relevant legislation. The principal is expected to maintain procedures which meet current legislative requirements and best practice, and to ensure staff are familiar with these.

### **School Uniform**

Students attending Greymouth High School, travelling to and from the school and attending any school function or function representing the school must wear the uniform or dress in the manner stated in the school uniform and dress codes. The Board of Trustees must approve any major changes such as style, design or colour to the uniform or dress code.

### **Crisis Management**

The school will ensure that, in the event of a crisis, a Crisis Management Team will be convened that will develop, implement and review an appropriate action plan to ensure the well-being and safety of students and staff and take into account the best interest of all those concerned including parents and members of the community. The school will work with appropriate agencies for the best outcomes for students. The Principal establishes procedures to cover emergency evacuation, lock downs and pandemic planning.

### **Internet and Acceptable Use**

Greymouth High School maintains procedures to maximise the educational benefits of communication technologies while minimising the risks. The cyber-safety of the school environment is promoted through the safe use of ICT by students and staff. All staff will have internet access provided they sign and adhere to the Responsible Use Agreement. Students will sign and adhere to the Responsible Use Agreement as part of the Enrolment Procedures when they sign the Enrolment Form, In addition, Greymouth High School reserves the right to access and review all use of its computers and/or network facilities either during or outside school hours.

### **Concerns and Complaints**

Greymouth High School seeks to resolve concerns and complaints by students, staff, parents/caregivers and members of the community as quickly as possible and in a fair and consistent manner. The school has a Complaints Policy and a Protected Disclosure Policy which outline the process for dealing with concerns and complaints.

### **Education Outside the Classroom**

EOTC refers to all school-related educational and sporting activities that take place offsite.

All EOTC activities need to be justified in terms of the Greymouth High School curriculum and the school's Charter. The Board delegates the approval of all EOTC, except for overseas trips, to the Principal, by approving EOTC Procedures on a bi-annual basis or sooner if legislation changes affect the system. The Principal will

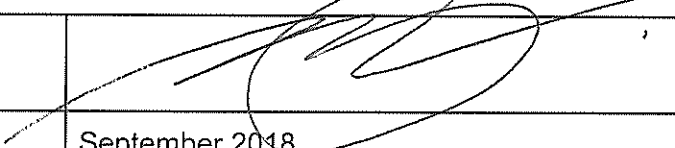
ensure that all EOTC procedures are carried out fully and appropriately, including the securing of permissions; this also includes the implementation of all the health and safety procedures including a Risk Analysis Management System (RAMS). Students involved in any EOTC or Sporting activities offsite are deemed to be under the jurisdiction of the school and therefore all standard procedures relating to the expectations of the school apply. Board approval will be sought for all overseas trips where student/s are representing the school and/or as part of their educational programme.

The Board of Trustees monitors the implementation and effectiveness of this policy through the Principal's and Committee reports on:

- The provision of a safe physical and emotional environment for students and staff.
- The school's compliance with Health and Safety legislation and regulations.

The Board expects that the following documents outlining management policies and procedures or practices exist in the school and are regularly reviewed by management. These documents will be available to the Board on request.

<b>Supporting Documents</b>	EOTC Procedures Risk assessment and management in relation to on site and EOTC activities Procedures to reflect Ministry of Education 'Health and Safety in Schools' Guidelines inc. the HSWA 2015 Procedures to reflect the Ministry of Education's guidance and The Education (Physical Restraint) Rules 2017 Security, Keys and Fire Alarm system Search and Seizure procedures Emergency contacts Emergency evacuation Pastoral system Lockdown procedures Pandemic Planning Crisis response plans Administering medicines procedures
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<b>Signed (Board Chair)</b>	
<b>Dated</b>	September 2018
<b>Review date</b>	September 2020