

DRURY SCHOOL: Policy 5.07 – Health and Safety

Rationale:

The Board of Trustees of Drury School is required to comply with the Health and Safety at Work Act 2015, which places the onus on employers, and employees, to identify and eliminate hazards in their workplace.

The onus placed on Boards and employees make it necessary to establish a health and safety policy for the school.

Purposes:

The purpose of the policy is to ensure that all practicable steps are taken to ensure that a safe and healthy working environment is established and maintained.

Guidelines:

The Board of Trustees will endeavour to meet all requirements or obligations placed upon it by the Health and Safety at Work Act 2015 by:

- by having a process to systematically identify actual and potential hazards
- eliminating, minimising and/or isolating significant hazards
- providing advice and/or education about significant hazards
- monitoring exposure to hazards
- providing appropriate training to ensure that all employees are adequately trained in the safe use of plant and equipment
- providing protective clothing and equipment where needed
- developing procedure for dealing with emergencies within the school
- providing for a system whereby employees and students are encouraged to report any hazard or potential hazard to the school office immediately
- ensuring compliance with the Ministry of Education Code of Practice for physical standards of health and Safety (with notification to the District Property Manager, Ministry of Education, where minimum standards prescribed in the Code cannot be met)
- ensuring that new employees are fully informed of health and safety requirements
- Health and safety will be the subject of staff meetings
- ensuring all visitors have read the Health and Safety Guidelines issued at the office on their arrival

Procedure:

- employees are to be given the opportunity to be involved in the development of procedures to implement this policy
- existing and potential hazards will be systematically identified through a regular formal process which will include a physical inspection of the school site, buildings, and equipment, and the opportunity for employees/students to contribute in the identification process
- where a significant hazard(s) is identified, and is able to be reasonably eliminated (either at all or within a reasonable time-frame), notification of the hazard(s) and of the action taken or required will be given to employees, students, and other relevant persons, including contractors
- all contractors engaged on work for or on behalf of the school will be required to have health and safety performance requirements contained in their contract. In particular, the Board will need to be satisfied that the contractor is competent to carry out the work safely, and will use appropriate equipment that is properly

maintained

- emergency procedures will be developed and prominently displayed throughout the school
- a review of emergency procedures will be carried out at least once a term, including emergency drills
- the Board will ensure that all employees and students (as relevant) are familiar with hygiene and safety requirements as they may relate to such things as:
 - cleanliness of the school and school site
 - safety in the use of school facilities and/or equipment
 - safety through the use of correct procedures in dealing with bleeding, blood spills,
 - bodily fluids, infections, and the like.
- the Board will require all employees, students, to make full use of protective clothing or other safety/protective gear where the use of such is required to eliminate, minimise, or isolate hazards, or where provision of such is provided for under an employment contract
- the Board will take all practicable steps to ensure that employees are either sufficiently experienced to undertake their work in a safe manner, or otherwise supervised by an experienced person, to ensure that any employee does not harm him or herself while at work, or harm any other person while at work, including students, members of the public, or other visitors to the school
- the Board will ensure that training is available in safe practices and in the safe use of equipment
- the Board will ensure an accident register is maintained at the school office to enable all accidents, where someone was or might have been harmed, to be recorded.
- all instances of serious harm will be reported to Worksafe NZ as soon as possible, with written notification, in the prescribed form, of the circumstances of the occurrence within a week of it occurring
- register of accidents to be reviewed periodically by Principal to identify any possible trends that might be developing and report same to the board.

The Board will ensure that all new employees are informed of:

- the Health and Safety Policy of the school
- hazards the employee may be exposed to while at work
- hazards the employee may create which could harm other person(s)
- how to minimise the likelihood of these hazards becoming a source of harm to others
- emergency procedures
- the location of safety equipment and of requirements (contractual or otherwise) to use equipment supplied by the employer.
- maintain current first aid certification for all staff.