

## Royal Oak Primary School Health, Safety and Wellbeing Policy

### Outcome statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

### Scoping

The board is responsible for ensuring health and safety procedures are developed and implemented. However, employees need to be aware of their responsibilities and comply with the board's health and safety policy and school procedures.

### Delegations

The board delegates to the principal as officer the responsibility to:

- develop and implement health and safety procedures
- ensure employees have the information they need in order to comply with policy and procedures and are encouraged to play a role in maintaining and improving health and safety systems at work.

### Expectations and limitations

The board will, as far as is reasonably practicable,<sup>1</sup> comply with the provisions of legislation dealing with health and safety in the workplace by:

- providing a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the [Sale and Supply of Alcohol Act 2012](#)
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The principal, as officer, has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations<sup>2</sup>
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure the staff code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke-free and vape-free environment
- ensure a risk analysis management system (RAMS) is in place and carried out when necessary
- seek approval for overnight stays/camps attesting first to their compliance with above

- consult with the community every 2 years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the board chair of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
  - cooperate with school health and safety procedures
  - comply with the health and safety legislation and duties of workers
  - ensure their own safety at work
  - promote and contribute to a safety-conscious culture at the school

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

1. **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.
2. These are to:
  - know about work health and safety matters and keep up to date
  - gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
  - ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
  - ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
  - ensure there are processes for complying with any duty and that these are implemented
  - verify that these resources and processes are in place and being used.

## Procedures/supporting documentation

Maintaining Currency of Legislation Child Protection Students Hazards and Maintenance Illness and Injuries to Children Emergency Procedures Attendance Communicable diseases Administering Medication Sun Safety Custodial Matters Out of Class Supervision Risk Analysis for EOTC Pastoral Care Protected Disclosures Visitors to the School Consultation Regarding Health Curriculum Crisis Management Digital citizenship and Cyber Safety	Use of Machinery Bullying Pandemic Planning Adult Helper Use of Animals for Teaching Purposes Food at School Food Activities Procedure Rewards Procedure Road Safety School Uniform Smoking, Vaping, alcohol and Drugs Access to School Buildings Outside School Hours Children Going Home During the School Day Positive Behaviour Management Risk Analysis for Parent Group Functions Parent Group Breakfasts and Food Celebrations in Classrooms Wellbeing Procedures for Staff, Tamariki and Whānau Mandatory Vaccinations
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## Monitoring

*Board to enter own monitoring and reporting procedures.*

## Legislative compliance

[Health and Safety at Work Act 2015](#)

[Children's Act 2014](#)

Ratified and reviewed by the School Board :

23 August 2021

04 July 2022

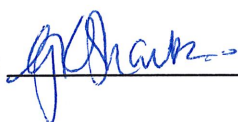
26 June 2023

Principal :



Megan Clotworthy

Presiding Member :



Georgie Shanks