



PAPAKAIO SCHOOL



500 Health and Safety Policy & Procedure Statement

Purpose: To ensure that Papakaio School maintains a safe and healthy physical and emotional learning working environment for the health and safety of all our students, employees and other persons in the workplace.

Papakaio School is committed to providing and maintaining a safe and healthy physical and emotional environment for students, employees, parents/caregivers/whanau and visitors.

The Health & Safety officer is the Principal and in their absence the Deputy Principal.

They are supported in this role by the BOT.

A staff member is appointed as the Health & Safety Representative.

This is achieved by

1. All staff having individual responsibility for health and safety.
2. All staff
 - Being informed of
 - Understanding, and
 - Accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including students, contractors, other staff and visitors being informed of any results of our monitoring their work area.
3. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management as needed.
4. Ensuring union and other employee representatives are consulted regarding health and safety management as needed.
5. Ensuring schools have an effective method for identifying risks to students, staff, visitors and contractors who come onto the school site. Significant hazards will then be controlled by:
 - Eliminating or minimising any risk that arises from the school or school environment likely to cause harm to staff, students or other people.
 - Mitigating the effects of risks, if they cannot be practicably eliminated.
6. Creating and maintaining a safe working environment. This includes providing facilities for staff health and safety at work.
7. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.

8. Providing appropriate orientation, training and supervision for all new and existing staff.
9. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
10. Accurate recording, reporting and investigating of injuries and near misses.
11. Board of Trustees commitment to continuous improvement in health and safety.
12. Board of Trustees commitment to comply with all relevant health and safety legislation.
13. Supporting the safe return to work of injured employees.
14. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.
15. Any incidents of serious harm will be reported to Work Safe.

Procedures that support the Health and Safety policy statement include but are not limited to the attached contents list of the Health and Safety section of the policy and procedure manual.

The Health and Safety Officer is the Principal and in his absence the Deputy Principal. They are supported in this role by the BOT and a Staff Member with this responsibility.

Procedure:

1. That all employees will actively follow Health and Safety guidelines and seek help and/or training if they are unsure of any area of operation. If an employee becomes aware of a new hazard, they should alert the health and safety officer at their earliest convenience.
2. That training/education be provided for any employee who has identified – either through performance management or self-appraisal – an area in which they require up-skilling.
3. That the permanent hazards list is regularly reviewed (minimum of once a year) by both teaching staff and BOT and necessary changes made. The Health and safety policy statement is reviewed annually by the BOT. Health and safety procedures are on a bi-annual cycle which is overseen and managed by the Principal.
4. That all work related visitors and contractors are informed where the permanent hazards are and the permanent hazards register. This is in the green folder in the bookshelf in reception.
5. That all work related visitors and contractors are informed of temporary hazards. Temporary hazards will be identified and listed on the Temporary Hazards list in the green file. Once the temporary hazard is finished or removed then they should be checked off from the temporary hazard file. If the temporary hazard goes on to become a permanent hazard, then this should be addressed to the Health and Safety officer.
6. In the third week of every month health and safety checks are to be completed as per the attached schedule. These are to ensure standards are maintained and equipment is up to date (i.e. fire extinguishers and smoke alarms.) This is responsibility of the H&S officer.

7. Non-authorised visitor/s to the property of Papakaio School will be doing so at their own risk and Papakaio School will not accept any responsibility for any accident or harm to themselves while they remain on the property.

8. At one staff meeting per month staff will be encouraged to discuss execution of health and safety, communication of hazards and risks to students as well as any innovation or idea they may have. This is recorded in staff-meeting notes.

9. That twice a year at a BOT meeting the accident/incident register kept in the office, will be reviewed and analysed. This analysis may then be used to identify a training requirement, safety or new equipment required a change in or a new policy/procedure to be development. All (i.e. staff, management and governance of Papakaio School) will be involved and consulted in the process of change if this is required. Analysis is kept in the green folder.

10. If the incident/accident is serious – i.e. involves Work Safe inspector or significant time off work, then this review of policy/procedure should take place within a 48-72 hours of the incident. The process of review will be as outlined in 10 above.

11. RAMs are carried out where and when appropriate.

See Below:

Appendix 1 – Health & Safety Definitions

Appendix 2 – Health & Safety Responsibilities

Appendix 1: Health and Safety Definitions

Significant hazard means a hazard that is an actual or potential cause or source of—

- (a) serious harm; or
- (b) harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- (c) harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard

Serious harm is either death or these as listed below:

- Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
- Amputation of body part.
- Burns requiring referral to a specialist medical practitioner or specialist outpatient clinic. Schedule 1 clause 3: amended, on 18 September 2004, by [section 175\(1\)](#) of the Health Practitioners Competence Assurance Act 2003 (2003 No 48).
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a medical practitioner, from absorption, inhalation, or ingestion, of any substance.

Schedule 1 clause 5: amended, on 18 September 2004, by [section 175\(1\)](#) of the Health Practitioners Competence Assurance Act 2003 (2003 No 48).

Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

Appendix 2: Health and Safety Responsibilities

Papakaio School takes its responsibilities towards health and safety seriously and makes every effort to comply with industry codes of practice and all legal compliances.

Everyone contributes towards this responsibility. These are outlined as below:

As an employee:

- Their own safety while at work;
- That no action or inaction of the employee while at work, causes harm to any other person(s);
- That all personal protective clothing (and equipment) is worn or used as required by the employer.
- No untrained employees will be permitted to perform any task, operate any machinery or deal with any substance or material without prior experience (unless closely supervised by someone with such experience).

All employees are to be aware of:

- The hazards they will be exposed to in the workplace, and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) and property.
- What to do in an emergency.
- Where all necessary safety gear or safety equipment and materials are kept.

The Principal as Health and Safety representative will:

- Ensure all new staff are fully and completely inducted as per policy and any training needs are therefore assessed and addressed.
- Maintain all records to be accurate and up to date. This includes ensuring near-miss, incidents reports, monthly checks etc and that these are passed onto the BOT for analysis and review.
- Keep abreast of current practices and pass on this information as part of ongoing training and education.
- Work with the site Health and Safety Representative to see that H&S issues are regularly considered and reviewed by the staff as a whole.

The BOT in support of Health and Safety will:

- Oversee all of the above
- Review monthly checks from the Principal and lead analysis of near-miss, incident reports etc.
- As employers Papakaio School will provide all reasonable opportunity for employees to participate in ongoing processes for improving health and safety.

**Reviewed March 2021
To be reviewed: Annually**