

Health and Safety

Contents

CHILD PROTECTION POLICY	2
Safety Checks	4
Identity confirmation	4
CYCLES, CYCLE HELMETS AND ROAD SAFETY POLICY	7
EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY	8
Pupil permission form school camp	9
Transports Safety and Drivers	15
Medical Form	15
FOOD AND NUTRITION POLICY	18
HEALTH AND SAFETY POLICY	19
INDUCTION, TRAINING AND INFORMATION POLICY	20
Other Workers Procedure	24
Fire and Emergency Evacuation Procedure	25
INJURY AND INCIDENT'S MANAGEMENT AND REPORTING POLICY	29
General Emergency Lockdown Procedures	31
PERSONAL PROTECTIVE EQUIPMENT POLICY	33
POLICE VETTING OF SUPPORT STAFF, BOT AND REGULAR CONTRACTORS POLICY	35
RISK MANAGEMENT POLICY	36
Severe Accident or Death Procedures	39
WORKER ENGAGEMENT AND PARTICIPATION POLICY	40

Child Protection Policy

Rational:

A CPP is a mandatory requirement for school boards under the *Vulnerable Children Act 2014*.

A CPP must contain provisions on the identification and reporting of child abuse and neglect in accordance with section 15 of the Children and Young Person, and their Families Act 1989. The CPP must be reviewed within three years of its first adoption or its most recent review.

Policy:

This policy outlines the board's commitment to child protection and recognises the important role and responsibility of all our staff in the protection of children. It includes the board's expectation when child abuse is reported or suspected by us.

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

The Board of Trustees has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with section 15 of the Children, Young Person and Their Families Act, any person in our school who believes that any child of young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to a social worker or the local police.

Although ultimate accountability sits with the board, the board delegates responsibility to the Principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, the Principal must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school.
2. Comply with relevant legislative requirements and responsibilities.
3. Make this policy available on the school's internet site or available on request.
4. Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies where required.
5. Ensure the interests and protection of the child are paramount in all circumstances.
6. Recognise the rights of family/whanau to participate in the decision-making about their children.
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response.
8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented.
9. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal.
10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the board or designated person.
11. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise.

12. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy.
13. Ensure that this policy forms part of the initial staff induction programme for each staff member

Review Schedule: Within every 3 years

Related documented and information

- Further information including frequently asked questions (FAQ's) are available on the NZSTA [website](http://www.nzsta.org.nz) www.nzsta.org.nz
- Ministry of Education website www.education.govt.nz
- [Vulnerable Children act 2014](#)
- Further information and sample child protection templates are available in the Children's Action Plan guideline Safer Organisations, Safer Children:
<http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Safer-Organisations-safer-children.pdf>

Safety Checks

The [Vulnerable Children Act 2014\(VCA\)](#) introduced safety checks as one of the measures to help reduce the risk of harm to children. Safety checks must be completed for all people employed or engaged in work that involves regular or overnight contact with children.

- Employee –*a person of any age employed by an employer to do any work for hire or reward*
- Engaged –*someone other than an employee who is engaged to do any work for gain or reward –e.g. a contractor*

Under the VCA there are no requirements to complete safety checks for volunteers, however volunteers often work with children and NZSTA recommend that a Police vet is completed for all volunteers.

Student teachers are likely to have been safety checked by the education organisation they attend, however it is still the responsibility of the board to ensure these are done. Boards can agree with Tertiary Education Organisations (TEOs) that the checks will be done on behalf of the board.

Under the VCA the safety check consists of

Identity confirmation s5 (VCA regulations)	<ul style="list-style-type: none"> • What do you need to do to ensure that someone is who they say they are?
Information about previous criminal conviction (if any) s6 (VCA regulations)	<ul style="list-style-type: none"> • A Police vet will identify any criminal convictions that would prevent them working at your school
Other information s7 (VCA regulations)	<ul style="list-style-type: none"> • E.g is there anything in their previous work history that identifies any concerns?
Risk assessment s8 (VCA regulations)	<ul style="list-style-type: none"> • Does the person pose any risk to the safety of children? • What do we need to do to make sure they are safe to work with children?
Periodic safety checks Part 2 (VCA regulations)	<ul style="list-style-type: none"> • How do we ensure ongoing commitment to child safety?

Identity confirmation

There have been cases in schools where people have gained employment using someone else's identification and qualifications. Without verifying their identity, any other information you gather cannot be relied on.

You need:

- One primary form of identification, for example
NZ or overseas passport
NZ full birth certificate that is issued on or after 1 Jan 1998 with a unique ID number
- A secondary form of official identification, for example:
NZ drivers licence
Community Services Card
IRD number
- One of the forms of identification must include a photo
- You can also use electronic identification for example RealMe

If the name of the person differs from the name on the documentation they provide, e.g. marriage or deed poll, they will need to produce a supporting document that shows evidence of the name change.

If it is identified that a name has been used by another person please contact NZSTA for further advice.

Information about previous criminal convictions (if any) – Police vet

The Education Act 1989 has always required the Police vetting of all staff, with the Education Council completing the Police vet for teachers. Boards, or the person with the delegated authority, are required to complete these for all other staff.

The Vulnerable Children Act 2014 (VCA) has introduced the additional requirement of safety checks, which included the Police vet.

Other Information

To undertake a comprehensive risk assessment as part of a safety check you need to obtain the following information;

- A chronological summary of the applicant's work history for the preceding 5 years including the position they held in the organisation
- Any professional organisations they are a member of if it is relevant to the role e.g. a school counsellor may belong to the NZ Association of Counsellors.
- Any licence relevant to the activity e.g. drivers or bus licence if driving is part of their role
- Any registration authority that has issued a registration or practising certificate eg teacher registration
- Any other information that the board or person with the delegate authority considers to be relevant in the assessment of the person, eg where possible qualifications should be verified. The Education Council should have checked the first qualification issued to a teacher as part of their checks eg an undergraduate degree but may not have a record of any subsequent qualifications eg Masters

You must interview any applicant who you may wish to employ or engage. NZSTA recommends that this is done face to face. During the interview you must consider;

- would the person pose a risk to children and if so, to what extent?
- what is their attitude to child safety?

You should include questions to find out about;

- the applicant and their qualifications
- their view on discipline and keeping children safe
- their attitudes and experiences when working with children

Reference checking allows you to find out if there are any gaps or differences from what the candidate has told you. The candidate must provide at least 1 but preferably 3 referees who are not related to the applicant. One of the referees must be from an organisation or authority they have worked for or belong to. It is recommended by NZSTA that you seek contact details that include a landline or work number if possible as it is harder to verify who is on the end of a cell phone. One of their referees should be their immediate past employer or if possible their current employer. If they are reluctant to provide their current employer, check the reasons why.

By using the NZSTA application form it allows you to contact referees other than those specified. This will permit you to seek further information or clarification if any issues or concerns are raised.

Risk Assessment

Once you have gathered all the information from the identify verification, Police vet, and any other information, the board or delegated authority must undertake a risk assessment to ascertain if there would be any risk to the safety of children if they were to be employed.

If they have a 'schedule 2 specified offence' you cannot employ them unless they have an exemption to work. It is the responsibility of the person with the offence to apply for the exemption.

Periodic safety checks

Periodic checks must be completed on anyone who is employed or engaged at the school within 3 years of their last safety check.

As part of this check they must;

- confirm whether he or she has changed their name since the last safety check
- complete a Police check for any non-teaching employees

- obtain the names of any professional organisation, licensing authority or registration authority they belong to and check with these organisations or authority that the person is currently registered with them. Eg verify with the Education Council that teachers have a current practising certificate.

The board or delegated person must then complete a risk assessment to ensure that this person does not pose a risk to the safety of children.

Cycles, Cycle Helmets and Road Safety Policy

PURPOSE

To ensure pupils have regard for road rules and road safety.

GUIDELINES

1. To use the Police Education Officer for pupil instruction.
2. The education given by Police officer to include; correct method of wearing cycle helmets, condition of bicycles to be checked, road safety and road rules.
3. Pupils are not allowed to ride bicycles to school until the age of 9 years and deemed by parents to be capable to ride on the road. Exception to this would be any pupil who has obtained a cycle licence through attendance at the local training school.
4. It is compulsory to wear a cycle helmet if riding a bicycle to school.
5. Pupils on bicycles to enter and leave school by the Drury Lane entrance way.
6. Where necessary, pupils walking to use the designated crossing outside the school in Drury Lane.
7. At close of school, the crossing is to be patrolled by a trained senior pupil, with parent's permission and under the supervision of a teacher.
8. Parents are to be encouraged to park away from the immediate crossing, and obey the crossing rules that are set down for the children, eg use the crossing.
9. Emphasise safe practices when getting on and off buses.
10. Parents transporting children to extra-curricular and sporting activities should provide a seat belt for each passenger.

Education Outside the Classroom (EOTC) Policy

RATIONALE

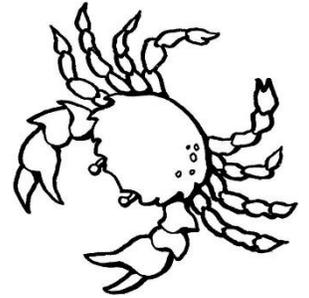
Education Outside the Classroom encompasses those activities which use the outdoors to enrich all aspects of the curriculum and also provides further opportunities for learning, personal growth and social development. This includes a broad range of activities and curriculum related field studies, environmental education and visits to places of educational interest including school camps.

It may progress through the opportunities provided by the site and its immediate neighbourhood, to the local community and its outlying environments.

PURPOSE

1. To help in the social development of children by aiding the understanding of oneself, relationships to other pupils, adults and the community.
2. To enable children to appreciate the natural environment and their relationship within it.
3. To provide opportunities for the involvement of all the senses in an awareness of the environment.
4. To enrich the classroom learning by providing experimental perspectives.
5. To extend children's creativity and aesthetic appreciation by focusing on the outdoors.
6. To help children understand and appreciate other cultures both past and present.
7. To introduce children to the challenges and dangers of the environment and the skills for coping with them.
8. To enhance self esteem in children by developing strengths and abilities not evident in the classroom.
9. To provide further opportunities for the community to participate in the education of young people.

Pupil permission form school camp



Pupil Name..... Rm

Caregiver Name

I understand that this event is an opportunity for learning and gaining attitudes and values in an environment outside the classroom.

I agree to do the following to make this happen:

- Ensure that all forms are signed and returned
- Make arrangements for the camp payment to be paid before the class leaves for camp
- Declare any medical conditions or anything else that could affect my child's participation in the event.
- Accept the rules set by the school for the camp, even if they are different from what is accepted at home.

I understand that if my child's actions are considered unacceptable by staff or put others in any danger, I will be contacted and I may be required to collect them from the camp.

I give permission for my child to attend the Donovan Primary school camp and participate in all the E.O.T.C activities.

Name

Signed..... Date

Equipment List Omaui Camp

ALL BELONGINGS TO BE CLEARLY NAMED.

You will need to bring your own - Morning Tea, Lunch and a drink for the first days activities.

Tea towel - (to be named)

Sleeping bag / blankets/be droll (can be cold at night)

Pillow and pillow case.

Day pack

Warm pyjamas / nightie

Toilet gear: Toothbrush; Toothpaste; Soap; Face cloth; 1 towel;

Hair brush / comb

Pair gym shoes

Parka or waterproof coat

Gloves

Woollen hat

Three change of clothing / under clothing to suit both extremes of weather

Three change of socks

Sun Hat

Sun block

Torch

Plastic drink container

Plastic lunch box - (with lunch included for day 1)

Large plastic bag for wet clothes

Container of baking - (to be handed in)

Any valuables brought on camp are your responsibility they are better left at home.

Equipment List School Based Camp

ALL BELONGINGS TO BE CLEARLY NAMED.

You will need to bring your own - Morning Tea, Lunch and a drink for the first days activities.

Cutlery -cup, plate, pudding bowl, knife, fork and spoon.

Tea towel - (to be named)

Sleeping bag / blankets/bedroll (can be cold at night)

Pillow and pillow case.

Day pack

Warm pyjamas / nightie

Toilet gear: Toothbrush; Toothpaste; Soap; Face cloth; 1 towel

Hair brush / comb

Pair gym shoes

Parka or waterproof coat

Gloves

Woollen hat

One change of clothing / under clothing to suit both extremes of weather

One change of socks

Sun Hat

Sun block

Torch

Plastic drink container

Plastic lunch box - (with lunch included for day 1)

Large plastic bag for wet clothes

Container of baking - (to be handed in)

Bike (in good order)- to be at school on the designated day for your class(depending on the day your class is on the bike ride)

Helmet

Any valuables brought on camp are your responsibility, they are better left at home.

Parent Helper Information Form

Please complete these details

Name

Pupils name.....Rm Year

Address.....

Home Phone No Cell phone

Emergency Phone No.....

Family Doctor Phone

Address

Community service card number (if applicable)

Medic Alert Number (if applicable)

Emergency Contact Details

(please provide 2 sets of contact details)

1. Name

Relationship to participant

Address.....

Day PhoneEvening PhoneCell Phone

Signature of Emergency Contact.....

2. Name

Relationship to participant

Address.....

Day PhoneEvening PhoneCell Phone

Signature of Emergency Contact

Student Contract

Name.....

I understand that this event is an opportunity for me to learn, practice skills and gain attitudes and values in an environment outside the classroom. I realise that this requires me to take on genuine responsibility for my own learning and safety and that of others.

I agree to do the following to make this happen:

- Show courtesy and respect to others
- Follow the rules and instructions of staff and other supervisors during the event
- Take part in all activities
- Look after myself and my personal belongings.
- Declare medical conditions that could affect participation in the event.
- Accept the rules set by the school for the camp, even if they are different from what is accepted at home.

I understand that my parents/ caregivers will be contacted and I may be sent home if:

- my actions are considered unacceptable by staff:
- my actions put me or others in any danger.

Signed.....

Date

Name

Student Information Form

Pupils name.....Rm Year

Address.....

Home Phone No Cell phone

Emergency Phone No.....

Family Doctor Phone

Address

Community service card number (if applicable)

Medic Alert Number (if applicable)

Emergency Contact Details

(please provide 2 sets of contact details)

1. Name

Relationship to participant

Address.....

Day PhoneEvening PhoneCell Phone

Signature of Emergency Contact.....

2. Name

Relationship to participant

Address.....

Day PhoneEvening PhoneCell Phone

Signature of Emergency Contact.....

Medical Form



Transports Safety and Drivers - Master

This form is for use when students are to be transported for a school EOTC event in a private vehicle.

Activity: _____ Name of Driver: _____

Travelling to and from: _____

Transport of students by: volunteer /school staff (please circle) _____ Date _____

My vehicle is registered, roadworthy and has a current warrant of fitness

- Vehicle registration number _____ expires on _____
- A current warrant of fitness - expires on _____.
- Car Number Plate _____
- The vehicle is covered by Comprehensive / Third Party insurance (please circle)
- I am able to carry _____ people (using safety belts)
- Car make _____ Colour _____ Type _____

I have the following driver Information

- Current drivers license - expires on _____ (photocopy to office)
- Licence No: _____
- Photocopy of licence to school office

Policies and Guidelines recommended

COPY RETAINED AT SCHOOL OFFICE AND COPY FOR DRIVER

Photocopies of drivers licences to be held by office

School contact lists to be taken in case unable to contact office (collect from office)

The following information is to be entered when passengers are allocated

Passengers

1.	5.
2.	6.
3.	7.
4.	8.

I agree

- To adhere to all the road rules.
- To make sure each person in the vehicle will use a seat belt.
- To not exceed the seating capacity of the vehicle.

I acknowledge the above information is accurate

Sign _____ Date _____

Name _____ Contact number _____

Office use only

Checked Yes / No Sign _____ Date _____

This profile is designed to assist in the care of all participants at camp, including adults. One form must be completed for each adult and child attending camp.

Name

Medic Alert Number (If applicable).....

Do you suffer any of the following? Yes No

<input type="radio"/> Migraine	<input type="radio"/> Fits of any type	<input type="radio"/> Bleeds	<input type="radio"/> Bed wetting	<input type="radio"/> Sleepwalking	<input type="radio"/> Epilepsy
<input type="radio"/> Diabetes	<input type="radio"/> Chronic nose bleeds	<input type="radio"/> Asthma	<input type="radio"/> Travel sickness	<input type="radio"/> Dizzy spells	<input type="radio"/>

Are you currently taking medication Yes No

If Yes please state ailment/s

Name of medication/s

Dosage and time/s to be taken

Other treatment

Have you had any major injuries (breaks or strains) or illness (glandular fever etc) in the last six months that may limit full participation in any activity Yes No

If Yes please state the injury/illness

Are you allergic to any of the following? Please specify

Prescription Medication Yes

Food Yes

Insect bites/stings Yes

Other allergies Yes

What treatment is required

Outline any dietary requirements

Can we administer Panadol (or similar) for pain relief? Yes No

When was you/your child's last tetanus injection?

To the best of your knowledge, have you /your child been in contact with any contagious or infectious diseases in the last four weeks? Yes No

If Yes please give brief details

Is there any information the staff should know to ensure the physical and emotional safety of you/your child? (For example cultural practices; disabilities; anxiety about darkness etc; behaviour or emotional problems) Yes No

If Yes please state or attach information

PTO 

I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this.
I will ensure that prescribed medication is clearly labeled, securely fastened and handed to designated adult with instructions on its administration.
I will inform the school as soon as possible of any changes in medical or other circumstances between now and the commencement of the camp.
I agree to my child/myself receiving any emergency medical, dental or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by medical authorities present.
Any medical costs, not covered by ACC or a community service card will be paid by me.
If my child is involved in a disciplinary problem he/she will be sent home at my expense.

Print name sign.....Date.....

(To be read and signed by adult participants or parent/ caregivers of child participant)

Camp Permission

I/We give permission forin Room
to attend Donovan Primary Year Five and Six School Camp to be held on the and

I /We agree to ensure

- that we have paid to the school office before

Sign Date

Adult name Relationship to child

Food and Nutrition Policy

PUPROSE

1. To actively promote a school environment that supports the Food and Nutrition Guidelines.
2. To reinforce consistency between school programmes and the canteen menu.

GUIDELINES

1. Classroom Food and Nutrition programmes will incorporate information about healthy food choices.
2. Children will be educated in the difference between everyday food and sometimes food/treat foods.
3. Food choices made available in the school canteen will be based on Heart foundation recommendations, and will support and reinforce what children learn about food and nutrition in classroom programmes.
4. The canteen menu will be planned with input from teachers, children and parents/families, and will reinforce healthy eating choices.
5. Consultation with the PTA will take place before canteen menu changes are made.
6. Food to be prepared and sold in a smoke-free environment using appropriate food safety practices.
7. Restricted amounts of food high in fat, sugar and salt will be available to children when purchasing from the canteen.
8. Where possible, food available at school camps and school events will be consistent with this policy.
9. Children will not receive food high in fat, sugar and salt as a regular reward at school.
10. The use of treat food in classroom programmes will be consistent with our School Wide Behaviour Management Policy.
11. Staff and parents/families will be encouraged to model healthy eating practices at school.

Health and Safety Policy

Policy

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

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

The Donovan Primary 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 employees to improve the health and safety system at our school
- doing everything reasonably practicable to remove or reduce the risk of injury or illness
- making sure all accidents, incidents, injuries and near misses are recorded in the appropriate place
- investigation of incidents, near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place
- informing employees, students, visitors and contractors about identified hazards and risks so everyone can work safely
- consulting, co-operating and co-ordinating with other relevant 'Person Conducting Business or Undertaking' (PCBU) while that PCBU's employees are working in school grounds

All employees are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in the school health and safety system
- following all instructions, rules, procedures and safe ways of working
- reporting all accidents, incidents and near misses
- reporting any pain or discomfort as soon as possible after an accident, incident or near miss
- helping new employees, trainees and visitors to the school to understand the right safety procedures and why they exist
- reporting any health and safety concerns or issues to the Board or Principal immediately
- keeping the school tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise exposure to hazards

Others in the School

All others in the school including students and visitors are encouraged to:

- follow all instructions, rules, procedures while in the school grounds
- report all accidents, incidents and near misses to their teacher or a school employee
- wear protective clothing and equipment as and when required to minimise exposure to hazards while in a learning environment

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Induction, Training and Information Policy

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Board of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

To provide new workers with information and training in health and safety, including their responsibilities and rights to a safe and healthy work place.,

Health and safety is everybody's responsibility. Effective health and safety management requires the involvement of all school workers.

Induction

Workers: all new workers must have a school induction arranged by their principal/manager. This will include the identification of:

- risks and hazards within their work area
- appropriate risk control procedures; and
- the risk register which will be provided to be read and signed by the worker; and
- relevant school Health and Safety policy and procedures for reading; and
- emergency procedures (Bells)
- The principal/manager is responsible for ensuring the workers induction checklist is completed.

Health and Safety Training

Compulsory health and safety training for all workers includes:

- Fire warden
- Computer health and safety
- Harassment and bullying prevention
- Other training as directed by the principal, necessary to ensure risks associated with specific work are managed in a safe manner

Optional training available, relevant to specific work areas and/or potential hazards:

- First Aid (to be approved by principal). All workers should be trained First Aiders. Also, coverage can be provided in an area by other workers
- Back/Care/Manual Handling
- CPR
- Hazardous Substances: Workers who handle chemicals must meet the training requirements of the Hazardous Substances and New Organisms Act 1996 (HSNO) and Regulations:
 - this includes chemical safe handling training (2.5 hour course)
 - approved handler training (4 hour ERMA course)

Contracted workers

Induction:

The principal/manager will:

- provide Health and Safety induction, as appropriate, including:
- hazards and controls within their area and scope or work
- a walk-through of emergency procedures

Relevant school Health and Safety policies and procedures

Service, maintenance and construction contractors

The appropriate manager will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on Contractor Health and Safety.

Criteria for Health and Safety Trainers

To ensure our workers and external trainers have appropriate qualifications and experience to teach Health and Safety in their field of expertise. It is the responsibility of the Principal to check the following:

- Qualifications of the trainer
- Industry Experience
- Current competency and registrations
- Person specifications for the role are described in the position description/profile and expectations for each worker

Monitoring

- Completion of training is reported and recorded
- Principal or nominee monitors renewal/refresher needs for First Aid and Fire Warden training.

Review and assessment

The effectiveness of information and training programmes will be assessed at the same time as health and safety components of the Annual Plan. The assessment needs to determine whether

- Programmes are effective and still appropriate
- Any updates are required
- Further topics should be added

Individual training needs can be reviewed, in consultation with worker, when professional development and job training plans are updated.

Other Workers

Non Workers - Visitors: all non workers/visitors must have a school induction upon arrival. This will include:

- The signing of the visitor book
- Using a 'visitor' badge while on site

Office staff will induct non worker/visitor advising them of

- Any hazards
- Expectation regarding finding or leaving any hazards
- Notification of and incidents, accidents or near misses
- Notification of any pain or discomfort caused from any incidents, accidents or near misses
- Keeping personal area clean and tidy
- Warning bell system and to follow guidance of staff.

The principal/manager is responsible for ensuring the workers induction checklist is completed.

Hazard Identification Sheet for Contractors

What is the Hazard?

Where and How would contact with the hazard occur?

Who comes into contact with the hazard?

How often does contact occur?

What harm would normally happen if someone came into contact with the hazard?

Suggested Actions:

Name and Company Represented

Signature and Date

Please return to the school office as soon as possible.

Induction for Workers to Donovan Primary

The Donovan Primary Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, government regulations, New Zealand standards, and approved code of practice. All employees are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in the school health and safety system
- following all instructions, rules, procedures and safe ways of working
- reporting all accidents, incidents and near misses
- reporting any pain or discomfort as soon as possible after an accident, incident or near miss
- helping new employees, trainees and visitors to the school to understand the right safety procedures and why they exist
- reporting any health and safety concerns or issues to the Board or Principal immediately
- keeping the school tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise exposure to hazards

In the event of Fire; Earthquake; Bomb/Arson threat or Lockdown there will be a loud continuous bell ringing. Please follow the instructions of our Receptionist/Floor Warden or the person you are visiting.

As required under the Vulnerable Children's Act you are required to supply your Driver's License, Teacher Registration Card (if applicable) and two referees so we may complete an Identity Check.

Referee One: Name and contact details.....

Referee Two: Name and contact details.....

Other Identification

Driver's Licence

I have read and understand the Induction information.

Name..... Organisation

Signature..... Date.....

Other Workers Procedure

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

OTHERS VISITING A SCHOOL POLICY

Rationale

For the safety of visitors and the school's students and workers, the school must be able to identify who is on the school site. The Principal must be informed of any interviews of students by visitors from outside agencies.

Purpose

- To identify all visitors to the school
- To ensure Administration Worker are aware of who is in the school throughout the day for security and emergency purposes
- To provide clear guidelines on identifying visitors

Process

1. Signs requesting visitors report to the school office are posted around the school and the administration block is clearly marked
2. On reporting to the office, visitors are requested to sign in with the date and time of their arrival and receive a visitors label to wear whilst in the school grounds
3. Any visitor wishing to speak to a student other than a child under their care must have the permission of the Principal or his delegated representative
4. Administration workers will locate the appropriate person to meet with the visitor
5. Workers members are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood
6. Any contractors working at the school site must do so under the direction of the Property Manager
7. The Principal must approve any non-workers members' attendance at school with the exception of parent helpers
8. Prolonged or regular attendance of non-teaching workers will necessitate a Police Vet and identity check being carried out. All visitors in contact with students must be supervised where practicable
9. Those meeting with workers or students, going to other parts of the school, or working on the school site must sign in. Persons unknown to the school must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo)
10. The school will work with outside agencies (eg Police, CYFS, court-appointed lawyers) and will take advice from them where necessary on the procedures for the conduct of interviews with students. The rights of the child and the protection of the child are paramount. Where possible, and appropriate, parents will be involved in the process
11. If a teacher is needed to be present at an interview, the Principal will delegate the teacher to be present

Approval

When the Board approved this policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Fire and Emergency Evacuation Procedure

To: All Staff

Attached are the relevant pages pertaining to the Fire and Emergency Evacuation Scheme, for your information.

You will note the various areas of responsibility, briefly summarized as follows.

Building Warden

The Building Warden monitors the entire school on a regular, (at times daily) basis, ensuring that means of escape from buildings are maintained, fire alarms are operating, and the general fire safety of the school is up to standard. The Building Warden's main functions in the event of a fire or emergency are set out in the Functions and Duties of the Building Warden, attached.

Deputy Building Warden

Because of the special difficulties that are involved in ensuring that all buildings are vacated and all persons accounted for, the Building Wardens will be fully involved with collating evacuation information and liaising with the Fire or other emergency services. The Deputy Building Warden will be responsible for the evacuation of all persons from the Administration Block, the orderly assembly of people on the tennis courts, and will ensure that all staff, visitors and pupils are accounted for. If either of the Building Wardens are not available, for whatever reason, the B Block Floor Warden (Room 1) will take over the relevant duties. The Deputy will immediately inform the Building Warden as soon as area is clear.

Floor Wardens

The schedule of Floor Wardens' duties is attached, together with the Table of Wardens and their areas of responsibility. In the event of the Floor Warden not being available, the Deputy Floor Warden will take over their responsibilities.

Floor Wardens will be identified by the continuous wearing of the hard hat provided to the listed room's during the evacuation procedure

Staff

All staff will make themselves familiar with the attached instructions. Deputy Building Wardens will take over the responsibility of ensuring that the Floor Wardens carries out his/her duties. It is vital that all area are evacuated quickly and without panic. **REMEMBER WE ARE NOT FIREFIGHTERS:** Go directly with those in your charge to the assembly area. A safe evacuation and a prompt and accurate head count are of the utmost importance.

STAFF INSTRUCTIONS SHEET ALL BUILDINGS

Staff

If You Discover a Fire:

1. Go to the nearest Fire Alarm Call Point, break clear plastic cover and operate switch.
2. Ensure the Fire Service is called via (1)-111 and tell them
 - a. Your name and address, you are calling from ie. Jill Smith, Donovan Primary, Drury Lane, Invercargill
 - b. Nearest cross street (Renfrew Street)
 - c. The nature of the emergency ie. Flames and smoke in Block C.
3. Leave the building via your designated escape route (as displayed on Fire exit doors) after ensuring all children in vicinity have exited.
4. Report to the Tennis Courts being the designated assembly area.
5. Do not return to the building until all clear is personally given by the Building Warden.

Warden Duties:

On hearing an alarm (a continuous school bell)

1. Initiate evacuation in your room. Put on Wardens helmet
2. Ensure floor area is evacuated and checked in your designated area of control.
3. Ensure all doors are closed
4. If for any reason persons are not able to leave the building ie. Trapped or disabled, note their location and report this to the Building Warden immediately
5. Report to assembly area immediately and pass on cleared area message to Building Warden.

FUNCTIONS AND DUTIES OF THE BUILDING WARDEN

To monitor the means of escape and ensure that:

- a. They are kept clear at all times
- b. Exit doors are not locked, barred or blocked, so as to stop the occupants leaving the building at any time.
- c. Smoke control and fire doors are kept closed at all times, except for approved hold open devices that comply with the Building Code.
- d. Flammable liquids or materials shall not be stored in any part of the building used as a means of escape.

2. To train staff on induction and to co-ordinate an ongoing training programme.

3. To liaise with management on matters of fire equipment, evacuation procedures and staff training.

4. To organize six monthly, or once a term Trial Evacuations. (Whichever is appropriate.)

5. To carry out a review of Warden appointments six monthly

6. To act as Head Warden in the event of an emergency or Trial Evacuation this includes:

- a. Ensure fire alarm is operating
- b. Ensure the fire Service has been called
- c. Ensure immediate evacuation to the named area
- d. Ensure Warden identification is worn
- e. Brief the Fire Service on their arrival
- f. Ensure all areas have been checked and all persons accounted for.

TABLE OF WARDENS AND AREAS OF RESPONSIBILITY

Building Warden – CARETAKER

Deputy Building Warden: PRINCIPAL

Area of Responsibility	Floor Wardens	Deputy Floor Wardens
Administration	Principal	School Secretary
B Block Library, Satellite and Annex	Room 5	Room 4
C Block	Room 11	Room 10
Block F	Room 12	Room 13
E Block	Room 17	Room 18
Q Block	Room 16	Room 15
R Block	Room 3	Room 1

Deputy Building Warden will be responsible for the evacuation of the Administration Block

External Assembly Point – **TENNIS COURTS**

Six monthly check of Procedures & Personnel

Date	Initials	Date	Initials	Date	Initials

Injury and Incident's Management and Reporting Policy

This policy should be read in conjunction with the health and Safety at Work Act: A Practical Guide for Board of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

Incident management is a key intention of the Health and Safety at Work Act 2015. Incident management requires a school wide approach with clear points of accountability for reporting and feedback. The purpose of this policy is to:

- outline the principles of incident management
- standardise the incident management process
- ensure consistency in definitions
- outline roles and responsibilities for incident management

Scope

This policy applies to and must be followed by all of our workers and others in all school workplaces. This includes all managers, workers, contractors, temporary workers, volunteers and visitors.

The Board will consult, co-operate and co-ordinate with other workplaces on matters when there are overlapping Health and Safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist on other workplaces.

How do we manage incidents effectively?

The principles of accountability, obligation to act, and collaboration should be applied at each step of the incident management process. The six steps include identification, notification, classification, investigation, action and evaluation.

Step 1: Identification

It is important for all workers to recognise when an incident or near miss has occurred. Workers need to act immediately to make sure those who are involved are safe and that the workplace poses no further risks. You may need to apply first aid. First aiders are available to provide immediate assistance to anyone who has suffered an injury or illness while at work.

Step 2: Notification

Workers must notify their one up manager when an incident occurs. The board uses the incident notification form to document incidents. Managers are required to investigate incidents lodged by their workers to ensure local action is taken. ALL incidents and near misses must be reported.

Step 3: Assessment

Managers need to assess the level of incident that has occurred. When a 'Notifiable injury or Illness' and/or 'Notifiable Incident' happens, WorkSafe NZ must be contacted. This is called a Notifiable Event. The site must be kept preserved to allow WorkSafe NZ to inspect it. Examples of a notifiable incident include; harm that causes hospitalisation for 48 hours or more, amputation of a body part etc.

Step 4: Investigation

The investigation of incidents is an essential component of incident management. All incidents, including notifiable events, must be investigated to identify the causes. Following investigation, corrective action to prevent similar incidents and accidents happening again are identified and implemented, if required, as soon as possible after the event.

Step : Action

Actions are developed for each recommendation. Actions may be in the form of putting in place risk controls, HSR the affected worker, and others in the workplace may be consulted with about the action. Accountability for each action will be given to a person in the work group and reported to Board. Progress on the implementation of actions is monitored regularly. Mechanisms for monitoring include risk registers, team meetings, health and safety committees and aggregated information collated by the principal or the HSR. The HSR or principal collates this information to generate reports and analyse incident data to identify trends, risks and initiate, monitor and/or evaluate system improvements.

Step 6: Review

The review step monitors whether the actions taken have been successful in preventing further incidents. Actions that have been made must be regularly monitored and reviewed to ensure they are effective. The manager is expected to do this in consultation with workers.

Roles and Responsibilities

Everyone has a part to play in managing incidents effectively

Workers – (employees, temporary workers, contractors, volunteers)

- Take reasonable care of their own health and safety
- Ensure their actions or omissions do not affect other's health and safety
- Immediately report any incident to their one up manger
- Report any risk or hazard to manager to prevent injuries occurring
- Cooperate with the incident management policy and its procedures in the workplace including investigations of incidents
- Participating in the implementation, monitoring and evaluation of actions following an incident investigation
- Comply with any reasonable instruction given by the board or the PCBU they are visiting
- Encourage fellow workers and others visiting the workplace to notify identified incidents

Managers

- View all incident investigation forms submitted by workers as soon as practicable
- Reporting notifiable incidents to WorkSafe NZ via the Principal
- Investigate all incidents submitted by workers who report to them, undertake actions in a timely manner, and documenting these
- Consult with HRS, the affected work, and others in the workplace during investigations and actions
- Delegate actions to relevant workers who may also need to review them
- Monitor and review the effectiveness of actions taken

Health and Safety Representative

- Represent workers on matters relating to health and safety incidents
- Investigate complaints from workers in the workplace
- Monitor the incident management approach undertaken by the board
- Promote the interest of workers who have raised health and safety incidents
- If requested by the manager, participate in incident investigations

First Aiders

- Take reasonable care of their own health and safety
- Identify themselves to workers and others in the workplace
- Provide immediate assistance to anyone who has suffered an injury or illness while at work
- Ensure that the workplace has adequate first aid resources
- Ensure that first aid can be provided for the risks that are apparent within the workplace
- Keep their qualifications up to date by attending training or refresher courses as required

Officers – (Principal and individual board members)

- Know and keep up to date with incidents that are associated with the school's operations
- Ensure resources and processes are in place to prevent incidents
- Ensure processes are in place for timely information on incidents
- Ensuring health and safety processes are actually implemented
- Monitoring the health and safety performance of the school

Others in the workplace – (Visitors, Students, Parents etc)

- Take reasonable care of their own health and safety
- Ensure their actions or omissions do not affect other's health and safety
- Comply with instructions given by the board or another PCBU
- Immediately report any incident to a worker

General Emergency Lockdown Procedures

Rationale

If an emergency situation occurs in the vicinity of a school and endangers student safety, the school may be placed under lock-down. A lock-down would be used when students need to be contained and protected inside school buildings eg. Fugitive fleeing police, or an intruder.

Police would request a lock-down of the school to prevent putting students and staff in danger.

Overview

- All school doors and windows are secured
- All students and staff remain in their classrooms or offices or
- If students and staff are outside, they will move to the nearest classroom and remain there
- No one is permitted to leave and no one, including parents, are allowed on school grounds. If essential, students will need to be toileted in the classroom.

Communication

In the event of an incident requiring lock-down, the person witnessing the incident must try to notify the school office to raise the alarm. The Office staff member receiving the incident call will notify the senior leadership team and caretaker.

The senior leader at the time of the incident will determine the need for a lock-down, and sound the appropriate alarm.

An Emergency Lockdown will be announced through the school phone system and the **school bell ringing on and off for a minute.**

The senior leader at the time will contact Police by ringing 111 if the police are not directing the lock-down. Notify Dental Bus, Canteen, builders and contractors if on site.

Procedures

If the lock-down alarm is sounded students are to stay in their classroom or if outside move directly to their nearest classroom as long as it is safe. Staff need to be mindful that students from other classrooms may seek sanctuary in their room.

1. a/ Teachers are to stay in, or move to, their classroom
b/ Support staff are to stay in their classroom or if outside move directly to their nearest classroom **as long as it is safe.**
c/ The Wardens will lock their respective blocks and the Caretaker will lock remaining external doors, **if it is safe .**
d/ The senior leader will set up a communication hub in the office **if it is safe.**
2. Lock classroom and other doors
3. Close and lock windows
4. Close curtains/blinds
5. Turn off lights and computer monitors
6. Stay away from windows and doors, and remain low to the ground
7. Remain quiet
8. Do not allow students to use cell phones.
9. Staff with mobile phones should ensure they are turned on, and should check them frequently for messages.
10. Do not answer the door under any circumstances.
11. The teacher will take a head count and obtain the name of each individual in the room
12. Teachers will inform each other via internal phone the names of any additional students they may have
13. Inform the office via text of any students missing and any additional students seeking sanctuary on 0273727070 or phone or leave a message on 2159664.
14. Should the fire alarm sound, do not evacuate the building unless:
 - a/ You have first hand knowledge that there is a fire in the building, or
 - b/ You have been advised by Police or the Principal to evacuate the building.

15. Students and staff should **stay where they are** until official notification is provided by the principal or an **identified police officer** that the lock-down is over

16. Where the lock-down extends beyond normal school hours, the Principal should notify parents via local media and with the assistance of local police

17. In conjunction with local police, the Principal or senior leader will arrange for parents to pick students up from school at a designated safe area.

Drills

- We will hold 2 lock-down drills a year (one inside and one outside). In order to allay panic both parents and students will be informed in advance. As well as the local Police.

Parental Notification

During a lock-down parents should know:

- If a lock-down goes beyond dismissal time, students will not be allowed to leave until recommended by the appropriate authorities. The police will notify parents via radio and television broadcasts.
- Parents will be informed if the pickup is from another designated staging area, once it is determined to be safe to do so.
- Parents may be required to present identification.
- The designated staging area will be publicised to the media, school newsletter and school website.

Letters to Parents/Guardians:

- After lock-down, the school will inform parents via a letter that an actual lock-down has occurred.

Personal Protective Equipment Policy

This policy should be read in conjunction with the Health and Safety at Work Act: a Practical Guide for Board of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

The purpose of the Personal Protective Equipment (PPE) Policy is to protect our workers from risks we have in the workplace. PPE is not a substitute for more effective control methods. It is considered when all other means of hazard and risk control are not satisfactory or possible. It will be used with other controls unless there are no other means of control.

Scope

This policy applies to and is to be followed by all of our workers and others at the school. This includes all managers, workers, contractors, temporary workers, volunteers and visitors.

The Board will consult, co-operate and co-ordinate with other workplaces on PPE that is to be used. For that reason, this policy can also be applied where an adequate PPE policy does not exist on other workplaces.

Standards

- Our people must have access to PPE when it is required
- PPE must meet the relevant AS/NZS compliance standards
- Equipment provided must fit the person correctly for example:
 - Hard hats fit and adjusted correctly
 - Foot and eye wear must be the right size
- Our people must be trained in using the PPE
- PPE must be maintained in good condition and available for use when needed.

Roles and Responsibilities

We will provide the right tools to get the job done safely

Workers – (Employees, temporary workers, contractors, volunteers)

- Wearing PPE properly as required
- Attending the required training sessions
- Properly caring for, cleaning, maintaining and inspecting PPE as required
- Following the board's PPE policies procedures
- Informing the manager of the need to repair or replace PPE

Managers and school leaders

- Conducting workplace and activity hazard and risk assessments
- Determining the presence of hazard and risks which need PPE
- Selecting and purchasing PPE and making it available to our people
- Reviewing, updating and conducting PPE hazard and risk assessments whenever
 - A job changes
 - New equipment is used
 - There has been an accident
 - A person requests it
 - Or at least every year
 - Maintaining hazard and risk assessment records
- Providing training, guidance and help to our people on the proper use, care and cleaning of approved PPE
- Ensuring that PPE training certification and signed evaluation forms are in the person's PPE and training records
- Maintaining records of PPE issued and training undertaken
- Ensuring that our people properly use and maintain their PPE
- Ensuring that our people follow the board's PPE policies procedures
- Notifying the management team and HSR when new hazard and risks arise, or processes are added or changed

- Ensuring the immediate disposal and replacement of defective or damaged PPE
- Periodically re-evaluating the suitability of previously selected PPE
- Reviewing, updating, and evaluating the overall effectiveness of PPE use, training and policies

Police Vetting of Support Staff, BOT and Regular Contractors Policy

Purpose:

To meet the legal requirements of Police vetting of all Support Staff and regular contractors not vetted by their own employer.

Guidelines:

1. All new support staff will go through the Police vetting process.
2. Regular contractors working on the school grounds during teaching hours will be Police vetted if they have not been vetted by their own employer.
3. No new appointments will be confirmed until the results of the Police vetting have been received.
4. If the Police vetting shows no concerns, the appointment will be confirmed.
5. If there are any concerns raised from the vetting, the Board of Trustees will meet to make a decision on the offer of employment.
6. All documentation will be kept strictly confidential, and once the appointment has been confirmed as a result of the Principal/Chairperson being satisfied with the finding, vetting documentation will be shredded. Dated evidence of the vetting having taken place will be the only information retained in the school's records. Employees who are vetted will be informed that documentation has been received.
7. The Board of Trustees will pay for the costs associated with the vetting applications.
8. All current Support Staff employed at the school will be Police vetted through the NZ Teachers' Council.
9. Non teaching staff will be vetted on a three year cycle.

Risk Management Policy

Policy and Procedures

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

Risk Management is the cornerstone of the Health and Safety at Work Act 2015. It allows the Board to perform its primary duty of care, as far as reasonably practicable, to its workers and others. The purpose of this policy is to explain how we manage risks effectively in the school environment and work carried out by the school.

Scope

This policy applies to and is to be followed by all of our workers and others in the workplace. This includes all managers, workers, contractors, temporary workers, volunteers and visitors. The board will consult, co-operate and co-ordinate with other workplaces on matters when there are overlapping Health and Safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist on other workplaces.

The board will keep a risk register and record information from the risk management process. For each identified hazard the following information will be recorded:

- the harm the hazard could cause
- the likelihood the harm would occur
- the level of risk
- the effectiveness of current controls
- what further controls are needed
- how the controls will be implemented – by whom and by when
- review date

How do we manage health and safety risk effectively?

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this, we will manage health and safety risks effectively. The below four steps describe how we do this.

Step 1: Identify the risks

Start by identifying all potential sources of harm or illness in the workplace. This includes places where a worker is likely to be while at work. Health and Safety Risks can be identified in many ways. You can come across them while you are working, identifying a risk through a work group review, guessing what they might be before starting a new work task, or going onto another workplace. For remote workers, this means identifying risks before going to other workplaces.

As health and safety is everyone's responsibility, you can take reasonable steps to eliminate or minimise the risk yourself. Make sure that you are not putting yourself or others in harm's way. You will still need to report the risk.

Step 2: Assess the risks

If a risk has been identified, but you are unable to safely eliminate or minimise the risk yourself, you will need to escalate this to your one up manager.

Managers need to assess the level of risk that has been escalated. A risk assessment takes into consideration factors such as the frequency of exposure to the risk, the likelihood of harm and previous incidents involving that risk.

Step 3: Control the risks

Now that the risk has been assessed, the manager and affected workers need to determine what control is needed to manage the risk. The below table describes the steps to work through to control the risk.

1. Can you ELIMINATE this risk?	Completely removing the risk.
2. Can you SUBSTITUTE the risk?	Substituting a safer process or material for the risk identified
3. Can you ISOLATE the risk?	Separating the risk from workers
4. Can you put in an ENGINEERING control?	Designing and/or adding physical safety features to the working environment
5. Can you put in an ADMINISTRATION control?	Requires systems to be established or amended in order to control the risk
6. Can you use PERSONAL PROTECTIVE EQUIPEMENT (PPE) ?	PPE should only be used when all other control measures are impractical. It should be used in with other more effective measures

Step 4: Monitor and Review the risks

Once the controls have been implemented, the controls must be regularly monitored and reviewed to ensure they are effective. The manager is expected to do this in consultation with workers. The regularity will depend on the risk rating.

The Principal collates all risk registers on a monthly basis for board reporting.

Roles and Responsibilities

Everyone has a part to play in managing risk effectively

Workers – (Employees, temporary workers, contractors, volunteers)

- Take reasonable care of their own health and safety
- Take reasonable care that their acts are not a risk to the health and safety of others
- Take reasonable steps to eliminate risks when they are first identified
- Report any risks to their manager, including those that have already been eliminated
- Seek support from the HSR on health and safety risk matters if required
- Comply with any reasonable instruction in relation to risks given by the board or the PCBU they are visiting
- Inform others of known risks
- May cease or refuse to carry out work if they believe the work would expose them to a serious risk

School Leaders

- Ensure workers and others know about health and safety risk processes and procedures
- Ensure that workers receive the right health and safety risk training and are aware of the risk on induction into the work area
- Hold and maintain the risk register for the work group
- Inform ‘others in the workplace’ of any known risks and controls in place
- Assess risks that are reported to you
- Consult with workers on the most effective controls to manage the risks
- Regularly review and monitor risks and the controls that are in place

Health and Safety Representatives

- Represent workers on health and safety risk matters

- Promote the interests of workers who have raised health or safety risks
- Monitor risk controls under taken by the Board
- Investigate complaints from workers about health and safety risks
- After first consulting with the relevant manager issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable
- Direct workers to cease work if they believe the work would expose them to a serious risk

Officers – (individual board members including the Principal)

- Know and keep up to date with risks associated with the board's operation
- Ensure resources and processes are in place to control risks
- Ensure processes are in place for receiving information on risks, and for responding to that information
- Ensure health and safety risk processes and resources are in place and being used
- Monitor the health and safety risk performance of the board

Others (Visitors, Students, Parents etc)

- Take reasonable care of their own health and safety
- Take reasonable care that their acts are not a risk to the health and safety of others
- Take reasonable steps to eliminate risks when they are first identified
- Comply with any reasonable instruction in relation to risks given by the board

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

Severe Accident or Death Procedures

Purpose: To help maintain a safe school environment for Students and Staff

Objectives and Procedures:

1. The person must not be moved.
2. First Aid treatment to commence.
3. Principal/Office to be notified immediately.
4. Office staff to contact emergency services, parents/caregivers and/or next of kin.
5. Office staff to notify Syndicate leaders and commence lockdown procedure.
6. When emergency services arrive, they will take over from staff member. The staff member will update emergency staff on the situation.
7. A staff member will accompany a student in an ambulance. They will take the student's file with relevant details from the office. If an ambulance is required for an adult, the staff file will be given to the ambulance officer.
8. If all resuscitation attempts have failed to revive the person, do not move the body but cover with a suitable covering and treat it with dignity and respect.
9. Take all care to minimize distress to pupils, staff, parents and caregivers.
10. Contact Special Education Trauma Team

Serious Accident or Death inside the classroom

1. Staff to follow the above procedure 1-5
2. The students in the classroom will move quickly to the neighboring classroom. Attending adult will stay with person.
3. The classroom block that is affected will be evacuated and all students will exit from their external doors and move to the hall.

Serious Accident or Death outside the classroom

1. Staff to follow the above procedure 1-5
2. The immediate area around the person must be cleared and the school bell rung indicating students are to return to class.
3. Classroom teachers will keep their students inside the classroom until notified by office staff.

Worker Engagement and Participation Policy

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

The purpose of this policy is to further support and improve health and safety in the workplace. It promotes engagement between the board, officers and workers. The policy provides all workers with a reasonable opportunity to be actively involved in the ongoing management of health and safety.

This policy includes the roles undertaken by elected health and safety representatives and health and safety committees.

Health and Safety Representatives (HSRs)

Functions and Powers

The functions and powers of the HSR's are to:

- represent the workers in the work group in matters relating to health and safety
- investigate complaints from workers in the work group regarding health and safety
- if requested by a worker, to represent the worker in relation to a matter relating to health and safety in the work group (including a complaint)
- monitor and measures taken by the board that are relevant to health and safety
- inquire into anything that appears to be a risk to the health and safety of workers in the work group arising from the conduct of the business or undertaking
- make recommendations relating to work health and safety
- provide feedback to the board about whether the requirements of the Health and Safety at Work Act 2015 and Regulations are being complied with
- promote the interest of workers in the work group who have been harmed at work, including relation to arrangements for rehabilitation and return to work

Election of HSRs

- Elections for HSRs are held biennially, or as required in the event of an HSR vacating their role
- Biennial elections allow HSTs to receive the appropriate training and to put in place the benefits for the training in their work group
- Elections will begin at the start of each year with completion by no later than April unless the parties agree otherwise
- A re-election of committee members will take place every two years, subject to the nominations received

Training for HSRs

The HSR training will be based on need and will reflect their function and powers.

- All newly elected HSRs will be given two days training in the first year of their appointment
- The HSRs on the Committee will register for appropriate health and safety as soon as available and practicable
- Additional training for each following year will be 'as required'. This is determined by the Health and Safety Committee following discussion with the board. The training provided will ensure that all Health and Safety Committee members remain competent to fulfil the responsibilities of this role
- As part of the HSRs' continual learning the board will periodically coordinate and deliver active development and knowledge sharing
 - NB. Refer to Health and Safety Policy Training and induction for general worker training.

Committees

An effective way to work on health and safety matters is through a health and safety committee.

Objectives

- Encourage co-operations and collaboration in meeting the Board's health and safety objectives
- Ensure there is a consistent, coordinated approach to health and safety on-site

- Look for initiatives to ensure health and safety continuously evolves and improves the health, safety and wellbeing of workers
- Provide accurate and timely information and advice to management and workers
- Ensure there is a systematic process for managing risk
- Ensure effective monitoring and review systems are in place
- To escalate unresolved issues to the relevant manager
- Wherever possible and practical health and safety committees should represent all workers, including team leaders and managers, working at the site

School Leaders

Duties

(i) Under this policy school leaders should:

- actively promote positive health and safety and adhere to their responsibilities
- provide all workers with the opportunity to participate in health and safety
- promote and encourage discussion on the election process
- where an HSR is elected:
 - liaise with elected representatives
 - provide support and ensure the representative/s has the resources, time and information to undertake the role
 - allow for the representative to attend approved training
 - where appropriate, act on recommendations made by the representative
- where a recommendation is not adopted, discuss with the representative and confirm in writing the reasons for decision
- where there is neither an HSR nor a committee, the manager will discuss with workers how their best interests in health and safety will be met

(ii) It is recognised that school leaders have the right to make health and safety decisions after consulting and considering any recommendations made by the site health and safety committee, and that they are accountable for all health and safety decisions made within their respective locations:

Where there is more than one school leader responsible for workers in the workplace, the school leader will work cooperatively with each other and the HARs in order to identify and resolve the issues.

Making the Policy Work

Issue resolution

- Any matter that concerns a worker about their health and safety should be raised with that worker's Principal. This can be raised by that worker, or an HSR.
- If the manager cannot resolve the matter to the worker's satisfaction, the HSR will be approached if they are not already involved.
- The manager, worker and the HSR will work together to get a satisfactory resolution.
- If a satisfactory resolution cannot be reached with the manager, the worker, HSR, or worker representative may look to the options below to resolve the issue.
- Operational matters, including workload or work process, should be raised with the Principal
- Building facilities matters should be raised with the Principal
- Policy concerns should be raised with the Principal.
- Managers involved should make every effort to find satisfactory and timely resolutions.

Provisional Improvement Notices

An HSR who has received the appropriate training may issue a provisional improvement notice (notice) to a person if the rep reasonably believes that the person is contravening, or is likely to contravene, a provision of the Act or regulations. The notice may require the person to-

- (a) remedy the contravention; or
- (b) prevent a likely contravention from occurring; or
- (c) remedy the things or activities causing the contravention or likely to cause a contravention.

The HSR must not issue a notice to a person unless he or she has first consulted the person.

The HSR must not issue a notice if an inspector has already issued a notice in relation to the same matter.

If a notice is issued, the HSR must provide a copy of that notice to the Principal as soon as practicable.

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.