

Hauraki Primary School

Policy Document

Health and Safety

Key summary including definitions

The Health and Safety at Work Act 2015 (HSWA) replaced the Health and Safety in Employment Act 1992 on 4 April 2016. The HSWA has introduced specific responsibilities for specific roles; these are;

- The board of trustees, as the *Person Conducting a Business or Undertaking* (PCBU), has the primary duty of care to ensure that individuals (e.g. staff) are kept safe as far as is reasonably practical
- Individual board members, including the principal, are *officers* and are responsible for exercising due diligence to ensure the school is meeting its health and safety obligations.
- Principals, staff, contractors and sub-contractors as *workers* must ensure that anything they do or don't do in the workplace doesn't adversely affect the health and safety of others in the school.
- Parents, visitors and volunteers are *others* also responsible for ensuring that they take reasonable care of their own and others' health and safety.

Rationale

The board is committed to providing and maintaining a safe and healthy workplace and to providing the information, training and supervision needed to achieve this to ensure the health and safety of all students, staff and other people in the workplace. 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.

Purpose

- To provide a safe and health workplace
- To comply with legal requirements

Guidelines

1. The board has overall responsibility for health and safety in school, which includes any educator outside the classroom activities (EOTC) with which the school is involved. The board, in maintaining risk to health and safety, must identify hazards that could give rise to reasonably foreseeable risks to health and safety.
2. The board will, as far as is reasonable practicable¹; 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 with workers and the school community on the strategy occurs.
 - Ensure 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 (<https://www.legalisation.govt.nz/act/public/2012/0120/latest/DLM3339333.html>)
 - 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. This includes recording and investigating injuries, and reporting serious harm incidents.
 - Having a commitment to a culture of continuous health and safety improvements.

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.

Hauraki Primary School

Policy Document

3. The principal, as an Officer has responsibility for implementing this policy and therefore must;
- Exercise due diligenceⁱ in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligationsⁱⁱ.
 - Making sure all incidents, injuries and near misses are recorded in an appropriate place.
 - Take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices.
 - Ensure that the staff code of conduct is implemented effectively.
 - Ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there is effective processes in place.
 - Provide a smoke free environment.
 - Ensure a risk analysis management system is in place and carried out.
 - Seek approval for overnight stays/camps/visits attesting first to their compliance above.
 - Consult with the community every two 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
 - i. Co-operate with the school health and safety programme
 - ii. Comply with the health and safety legislation, duties of workers.
 - iii. Ensure their own safety at work; and
 - iv. Promote and contribute to a safety conscious culture at the school.
4. Principals, Staff, Contractors, Sub-contractors and others in the workplace must:
- Take responsible care of their own health and safety and reasonable care that others are not harmed by something they do or don't do.
 - Follow any reasonable health and safety instructions given to them by the business, as far as they are reasonably able to do.
 - Must co-operate with any reasonable business policy or procedure relating to the workplace's health and safety that they have been told about.

Note: workers and others have the right to stop work if they believe it is unhealthy or unsafe.

Signed: 

BRENDON CLARK

Date: 26.3.18

Chairperson Board of Trustees

Review Date: 26.3.21

ⁱ Due diligence includes taking reasonable steps to acquire, and keep up to date, a knowledge of work health and safety matters and to gain an understanding of the hazards and risks associated with the school operations. The officer needs to use appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out at the school or in any activities for which the school is responsible (e.g. EOTC). They must respond in a timely way to any information provided about hazards and risks.

ⁱⁱ These are:

- a. Know about work health and safety matters and keep up to date.
- b. Gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations.
- c. Ensure the PCBU has appropriate resources and processes to eliminate or minimise those risks.
- d. Ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information.
- e. Ensure these are processes for complying with ay duty, and that these are implemented.
- f. Verify that these resources and processes are in place and being used.

Civil Defence Disaster Response Plan

On becoming aware of an unusual and possibly dangerous situation, the following applies.

- **In all cases, account for all students and staff as soon as possible.**
- **Staff should remain with children until help arrives or until they are instructed otherwise. Keep calm and reassure students as appropriate.**
- **Ensure that the toilets, etc. are searched.**
- **If it is necessary to evacuate, remember your class list.**

FIRE

Action:

- Sound fire **alarm continuously for approximately 30 seconds to 1 minute.**
- Ring for Fire Brigade if necessary from a mobile phone or neighbouring property and clearly state the premises, Hauraki School, 82 Jutland Road, Takapuna and the nature of the emergency. Chief Fire Warden to collect vests and three red caps for the Emergency Area Wardens.
- Evacuate all children immediately as indicated by exit signs. WALK children to predetermined position away from the buildings and remain on the main field grassed area quietly. (When wet underfoot, assemble on court area in front of the Senior Block.)
- Each class should form a girls and boys line starting with Room 17 on the left side nearest the driveway and finishing with Room 0. Advise the Chief Warden (Principal) that you and your class has arrived.
- Teachers take class list with them and ensure that all students are present.
- If a child cannot be accounted for, send word to the Chief Warden Principal who should stay near the main control site or main office area as much as possible. No message necessary when all children in a class are present.
- Ensure visitors are included in the evacuation.
- Be aware of children who may be in the Hall, Dental Clinic, toilets, Music Room, Reading Recovery Room, Kiwi Room, Sick Bay or Library.
- When the status of all classrooms and areas has been reported, the Chief Warden will move to the school entrance or adjacent to the Fire Alarm Panel to communicate with the emergency services on their arrival.
- See section 3 of Health and safety folder.

Specific Duties:

- Each teacher is responsible for closing all classroom doors. Emergency Area Wardens should check their designated areas, that is, if it is safe to do so.
- Deputy Principal/Room 17 should check Senior toilet block and Hall.
- SENCO should check the Junior toilet block areas, the Kiwi Room and Kea Room.
- Middle School teacher to check Middle School toilet block.
- The Caretaker should report to the Chief Warden on hearing the alarm. The School Secretary should check the sick bay and staffroom.
- The Emergency Area Wardens should report the status to the Chief Warden/Principal who will convey this information to the Fire Service upon their arrival. Deputy Emergency Area Warden should stand next to Chief Warden ready to take over if necessary.
- The person who discovered the fire should report to the Chief Warden. During this time at least three Emergency Area Wardens (identified by a red cap) will be checking around the emergency location as directed by the Chief Warden.
- The responsibility of whether or not to continue school functions rests within the Board of Trustees, in consultation with the Principal.

EARTHQUAKE

Action:

- Signal is a succession of **three rings and a pause of school bell.**
- Direct children to take cover under desks and to hold on to legs or in doorways to protect from falling objects.
- Keep away from windows and shelves containing heavy objects and other large items of furniture.
- Stay there until instructed to come out.
- If an evacuation signal is given it will be continuous bell rings as for fire. Children should go in pairs. This would only happen if there is danger inside.
- If outside, students should keep away from buildings and stay in the school grounds until a teacher comes to get them.
- Specific duties as for fire would apply.

CYCLONE, STORM, FLOOD

Action:

- If necessary, assemble all children inside the safest room.
- Keep away from windows or glass doors.
- Equalise air pressure by opening windows on the side away from the wind.
- If safe to do so, move records and equipment on to higher floors or furniture.
- Call roll.

CHEMICAL SPILLAGE

Action:

- Assemble all children indoors.
- Close ALL windows and doors.
- STAY INSIDE.
- Call roll.

VOLCANO ERUPTION/ TSUNAMI

- **Action:**
Assemble all children indoors
- Close all windows and doors.
- STAY INSIDE.
- Call roll.
- Be prepared to evacuate when asked by controlling authorities.

TRESPASSER ON SCHOOL GROUNDS

Action:

- Notify Principal or other senior staff member of the description, location and activity of the trespasser.
- Ensure the classrooms are kept secure.
- Greet trespasser preferably with a colleague, advise them who you are, and ask why they are here.
- If reason seems legitimate take to the office where reason for the visit can be dealt with.
- If the reason for the visit is not legitimate, explain they have to leave the premises.
- If the trespasser refuses to leave, call police 111.
- Stay with the trespasser if safe to do so otherwise keep the trespasser under observation from a safe distance.
- When police arrive update them on the situation.

Lockdown Emergency Response Checklist

A lock down will be signalled by the sounding school bell - 5 short rings, pause, 5 short rings, pause and so on.

OR

Communication by word of mouth by a staff member.

Classes to remain in lockdown until all clear is communicated.

Procedures within Buildings

- Close and lock doors and windows.
- Pull curtains/blinds.
- Turn off lights.
- Turn off any equipment emitting loud noise.
- Keep any cell phones on silent in case you need to be contacted by Police/Management.
- All persons to sit on floor under desks and tables out of sight of windows.
- Maintain silence.
- Syndicate leaders should check exterior corridor /cloak bay doors are locked.

Procedures in the Playground (including pool area)

- Proceed to classroom or if there is inherent danger in this (i.e. threat to classroom) proceed instead to the nearest building.
- Last person in should lock the door.
- Follow steps above.

Special Considerations

Office

- Lock front and back doors. Pull down blinds.
- Sit on floor in back of storage room.

Hall

- Ensure all doors are locked.
- All persons to sit quietly on floor in green room and/or wings.

Library

- Ensure doors are locked.
- All persons should move quietly to room 0 and lock doors.

7A

- Ensure doors are locked.
- Go to Room 7.

Language Room

- Lock outside door. Sit quietly on floor under benches.

Music Room

- Lock doors
- Pull down blinds
- Keep low

Lock Down Communication

- Alert police straight away.
- Put on school website and send email and/or text to all parents explaining the school is in lockdown, reason why, and reassure parents by providing other pertinent information, for example, access to school is not available. Indicate that the message will be updated frequently.
- Update message at least every 15 minutes if possible.
- Students on class trips should be informed and wait safely off site until they can return to school.
- Lift lock down when police advise.

Pandemic Plan

For the detection and management of suspected or actual pandemic influenza the following process should be followed:

