

Hauraki Primary School

Policy Document

Health and Safety

Rationale

It is a primary objective of the Hauraki School Board (the Board) to provide a physically and emotionally safe place for all students and staff. The Board is committed to taking all reasonably practicable steps to ensure the health and safety of all students, staff, and other visitors to the school.

Purpose:

The Board will take reasonably practicable steps to ensure health and safety and eliminate or minimise health and safety risks by:

- complying with all relevant legal requirements set out in the Health and Safety at Work Act 2015 (HSWA) and Education and Training Act 2020; and
- ensuring employees and visitors to the school are aware of their responsibilities and comply with this policy and the school's procedures.

Definitions

The HSWA introduced specific responsibilities for specific roles and defines due diligence:

Person Conducting a Business or Undertaking (PCBU)

The Board, including the principal, has the primary duty of care to ensure that individuals are kept safe as far as is reasonably practical.

Officers

Individual Board members, including the principal, are responsible for exercising due diligence to ensure the school is meeting its health and safety obligations.

Workers

Employees, including teachers and non-teaching staff, volunteer workers and contractors must ensure that anything they do or do not do in the workplace does not adversely affect the health and safety of others in the school.

Others

Students, visitors, parents, whanau, and casual volunteers are responsible for ensuring that they take reasonable care of their own and others' health and safety.

Due diligence

Includes taking reasonable steps to:

- Know about work health and safety matters and keep up to date.
- Understand the operations of the school and the hazards and risks generally associated with operating the school.

- Ensure the PCBU has appropriate resources and processes to eliminate or minimise those risks.
- Ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information.
- Ensure these are processes for complying with any PCBU duty or obligation under the HSWA, and that these are implemented.
- Verify that these resources and processes are in place and being used.

Guidelines

1. Everyone in the Hauraki school workplace is responsible for health and safety.

Board responsibilities

2. The Board is responsible for providing and maintaining a safe work environment where risks to health and safety are minimised or eliminated, including any Education Outside the Classroom (EOTC) activities. So far as is reasonably practical, the Board will:
 - a. Provide a safe physical and emotional learning environment.
 - b. Ensure there is an effective method in place for identifying, assessing, eliminating or minimising so far as is as reasonably practicable hazards that could give rise to reasonably foreseeable risks to health and safety. This includes recording and investigating injuries and reporting serious harm incidents.
 - c. Ensure a health and safety strategy/plan is in place, and engagement and consultation on the strategy occurs with workers and the school community.
 - d. Provide adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards.
 - e. Provide training, supervision and support for workers.
 - f. Ensure visitors know their responsibilities and are safe on school grounds and while working with the school
 - g. 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>

Principal responsibilities

3. The principal, as an Officer, has responsibility for implementing this policy and therefore must:
 - a. Exercise due diligence in accordance with the HSWA.
 - b. Ensure all incidents, injuries and near misses are recorded in an appropriate place.
 - c. Take all reasonable steps to protect students, staff, and visitors to the school from unsafe or unhealthy conditions or practices.
 - d. Ensure that the staff code of conduct is implemented effectively.
 - e. Ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place.

- f. Provide a smoke and vape free environment.
- g. Ensure a risk analysis management system is in place and carried out.
- h. Seek approval for overnight stays/camps/visits attesting first to their compliance above.
- i. Consult with the community every two years regarding the health programme being delivered to students.
- j. Provide information and training opportunities to employees
- k. Advise the Presiding Member of any emergency situations as soon as possible.
- l. Ensure all employees and other workers at the school will take reasonable care to:
 - Co-operate with the school health and safety programme
 - Comply with the health and safety legislation, duties of workers.
 - Ensure their own safety at work; and
 - Promote and contribute to a safety conscious culture at the school.

Worker responsibilities

4. Principals, Staff, Contractors, Sub-contractors and others in the workplace must:
 - a. Take responsible care of their own health and safety and reasonable care that others are not harmed by something they do or do not do.
 - b. Follow any reasonable health and safety instructions given to them by the PCBU, as far as they are reasonably able to do. See Appendix 1 for:
 - Disaster Response Plan
 - Lockdown Emergency Response checklist
 - Pandemic Plan
 - c. Co-operate with any reasonable PCBU policy or procedure relating to the school's health and safety that they have been told about.
5. All non-teaching staff and contractors employed or engaged onsite who have, or are likely to have, unsupervised access to students during normal school hours are police vetted.
6. Workers and others have the right to stop work if they believe it is unhealthy or unsafe.

Visitor responsibilities

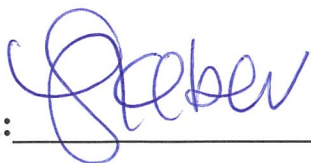
7. Visitors to the school may include parents/caregivers/whānau, tradespeople, staff from support agencies, external tutors, and other people on school-related business. Anyone, including parents/caregivers/whānau, who wants to contact a student during school hours must follow the below guidelines.
8. All visitors to the site, except those dropping off or picking up students before and after school, are asked to report to the school office in the first instance.
9. Vehicles generally should not enter school grounds during the school day. Any vehicle that enters the school must be driven slowly and carefully, including on the driveways and car parks. Vehicles must not enter areas of the school where students may be present, and vehicles would not usually be expected.

10. All visitors to school, including parents, are expected to comply with our smoke and vape free, alcohol and drugs policies.
11. We encourage visitors to consider privacy issues when sharing photos and videos taken at school events.
12. In the event of an evacuation, lockdown or shelter in place, visitors follow the instructions of school staff.
13. Dogs are not permitted on school grounds, including entrances, at any time.
14. All staff monitor visitors to the school, and report any behaviour, hazard, or safety concerns to the principal.

Contractor responsibilities

15. When a contractor works at Hauraki school, both the Board and the contractor are PCBU's and share responsibility for health and safety.
16. The school takes all reasonably practicable steps to ensure contractors safety. Before work commences, as good practice, the school will meet the contractor and brief them on relevant health and safety information, including:
 - known hazards
 - school expectations about health and safety
 - emergency procedures and first aid facilities
 - procedures for reporting hazards.
17. The school completes a police vet and risk assessment of contractors and sub-contractors, including their employees, if they are likely to have unsupervised access to students at school during normal school hours.
18. Contractors are responsible for complying with relevant health and safety legislation, and for recording and reporting any accidents that harm themselves or any other person.
19. Prior to works commencing, contractors must provide the school a site-specific safety plan (SSP) detailing their work activities and inform the school of:
 - any hazards that arise from their work
 - safety procedures for other people who may be affected by that work, including staff, students, and the public
 - any necessary safety equipment
 - any notifiable work, and confirmation that they have notified WorkSafe.

Signed: _____



Presiding Member of the Board

Date: _____

5 August 2024

Review Date: _____

Term 3 2027

Related policies

- Alcohol and drugs
- Appointment of Staff
- Board Code of Conduct
- Bullying
- Child Protection
- Crisis Management
- Digital Technology Use and Safety
- EOTC
- Equal Employment Opportunities
- Food
- HIV and other blood-borne viruses
- Performance management
- Privacy
- Rehabilitation
- Sexual Harassment
- Teacher induction
- Travelwise
- Water safety

Appendix 1

Evacuation/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 i.e. to the main field grassed area quietly.
- Each class should form a girls and boys line starting with Room 23 on the left side nearest the driveway and finishing with Room 0. Advise the Chief Warden (Principal) that you and your class has arrived. This includes any person with a disability who is in site.
- 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 all visitors are included in the evacuation.
- Be aware of children who may be in the Hall, toilets, Music Room, Reading Recovery 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 for details.
- A poster reiterating the above steps is visible in each class and students are aware of its contents.
- Trial fire evacuations are held at least twice a year under the guidance of 'All About People'.

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 23 should check Senior toilet block and Hall.
- SENCO should check room 0 and the library.
- Middle School leader to check Middle School toilet block.
- The Caretaker should report to the Chief Warden on hearing the alarm.
- The office staff 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 of 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.
- Syndicate leaders should check exterior corridor /cloak bay doors are locked.

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 personnel to sit on floor under desks and tables out of sight of windows.
- Maintain silence.
- Syndicate leaders should check exterior corridor/cloakbay doors are locked.
- Teacher aides outside during class time should proceed to the nearest classroom.

Procedures in the Playground

- 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 behind stage curtains/ wings.

Library

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

Mrs Dean/Mrs Wooldridge's rooms

- 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 app message 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 the following process should be followed:

