

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, whānau, 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

Responsibilities

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 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.

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. The principal, 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 Two 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 requirements.
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 PCBUs 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.

Hauraki School Practices

Hygiene Procedures

20. Hauraki School promotes basic hygiene measures as the first line of defence against the spread of infection. This includes:
 - washing hands regularly
 - avoiding excess contact between hands and eyes, nose, and mouth
 - wearing a mask or face covering if necessary
 - covering coughs and sneezes using a tissue (and disposing of it immediately), or the inside of the elbow
 - physical distancing where infection may be present

21. Water fountains are maintained regularly to ensure safe and high-quality water, with adequate water pressure so that mouths do not come into contact with water outlets. Children are educated in correct use of fountains.
22. Students purchase their own woodwind instruments (recorders), which are named and only used by the named student. Any plastic mouth pieces on shared woodwind musical instruments are removed after use and placed in solution of diluted bleach (dilution 1 in 10 recommended) for a minimum of 30 minutes.

Water-only

23. Our school is a water-only and we encourage the use of reusable water bottles in the classroom.

Healthy eating

24. We acknowledge that all foods are acceptable in moderation and as part of our Health Curriculum, we promote healthy eating as part of teaching and learning programmes. Teachers also use incidental opportunities to encourage healthy food choices.
25. Parents, caregivers and whānau are encouraged to provide balanced lunches for students and are requested not to send food to school to celebrate their own child's birthday.
26. The school is sensitive to the needs of different cultures and religious groups and people with special dietary needs, including those with allergies and intolerances. Where possible, food available at school camps, fundraisers and events will be consistent with these needs and healthy eating guidelines. Shared lunches may be held at the discretion of teachers, considering special dietary needs.
27. Upon enrolment, or as and when necessary after that date, parents, caregivers and whānau must disclose to the principal if a student has severe allergies to peanuts, or similar, so that those working with the student can provide the best possible support.

Prescribed Drugs

28. The consent form attached to this policy must be completed before the school will administer prescribed medication on a regular basis and/or for those students identified with a medical condition. The consent form will be held securely at the school.
29. The exact dosage required must be provided by the parent/caregiver.
30. The principal may delegate the administering of medication to another person(s). The delegated person(s) will endeavour to administer the medication as requested by the parents/guardians.
31. Staff will administer prescription medication on a volunteer basis only.
32. Medication must be kept in a safe place.
33. Panadol/Paracetamol will only be given with parent/guardian permission.

Students with blood-borne viruses, including HIV

34. The Board acknowledges that HIV transmission is generally very difficult and rare but can occur through needle-stick injuries or blood transfusions. Other blood-borne viruses, such as Hepatitis B and C are of far great risk to a school population.
35. All blood should be treated as potentially infectious. To minimise the risk of infection, the school follows the hygiene practices set out in Appendix One and provides personal protective equipment (PPE). PPE supplies include disposable gloves (in different sizes), masks, eye protection, hand sanitiser, and cleaning products and equipment.
36. We seek medical advice if anyone is accidentally exposed to blood and has concerns. Infections contracted in these circumstances are reported to WorkSafe
37. Upon enrolment, or as and when necessary, after that date, parents, caregivers and whānau must disclose to the principal if a student has a blood-borne virus, so that those working with the student can provide the best possible support.
38. A student's blood-borne virus status will only be shared on a "need to know" basis to ensure the student's privacy and to manage the safety of other students, staff and visitors. Generally, the wider parent community will not be informed of a student's blood-borne virus status.
39. The school may contact relevant health specialists for staff training and guidance, or should the school need to provide further guidance to the wider school community.

Alcohol

40. Consumption of alcohol by adults and staff at school functions is permissible, but all should be aware of the role modelling they present to children. On occasions where alcohol is served, non-alcoholic drinks and food must also be available, and responsibility and restraint in the use of alcohol is to be encouraged.
41. Alcohol on site should be stored in a secure place.
42. Any employees under the influence of alcohol during school hours may have committed serious misconduct and be liable to instant dismissal, as set out in the Staff Discipline policy.

Illegal/Prohibited Drugs

43. Illegal/prohibited drugs are always banned from the school grounds.
44. Any employees under the influence of illegal/prohibited drugs during school hours may have committed serious misconduct and be liable to instant dismissal, as set out in the Staff Discipline policy.
45. If there is any person or persons with illegal/prohibited drugs on the school premises, the police will be informed immediately.

46. Adults and/or children identified as having a drug-related problem should be referred to an appropriate agency for assistance.

Signed: 

Presiding Member of the Board

Date: 1-9-25

Review Date: Term 3, 2028

Related policies

- Appointment of Staff
- Board Code of Conduct
- Bullying
- Child Protection
- Crisis Management
- Digital Technologies and Responsible Use
- Education Outside the Classroom (EOTC)
- Equal Employment Opportunities
- Performance management
- Privacy
- Rehabilitation
- Staff Discipline
- Teacher Induction
- Travelwise
- Water Safety

CONSENT FORM

PARENT / CAREGIVER REQUEST FOR HAURAKI SCHOOL TO ADMINISTER MEDICATION

Request

I/We request that: (Child's Name) _____ of

(address) _____ be given
medication and accept:

- That the school does not have a trained medical officer to administer medications.
- Responsibility for the decision to give this medication to my/our child, and acknowledge the school is in no way responsible for that decision.
- That the school cannot guarantee that the medication will be given at a precise time or by the same person (although every endeavour will be made to do so).
- Responsibility to notify the school about any changes to the dose or the frequency at which the medication is administered (in which event I/we will fill out a new request form.)

Details

Name of Medication: _____

Dosage and time to be given at school: _____

Date when medication is to finish: _____

Special storage requirements, ie in fridge etc. _____

Any side effects of medication: _____

Name and phone number of GP or Specialist: _____

Parent / Caregiver phone number during school hours: _____

Emergency contact number: _____

Signature

Signed: _____ Date: _____

Relationship to child: _____

Acceptance

I/We agree to administer the medication in accordance with the above instructions.

_____ or if he /she is unavailable _____
(Name) _____ (Name) _____

Signed: _____ Date: _____
(School Representative)

Appendix One

Dealing with blood spills

1. We deal with blood spills safely, quickly, and effectively. Other students are instructed to move away from the incident, and we ventilate the area as needed.
2. In the case of nose bleeds, students apply pressure to their own nose until correct first aid can be administered by staff.
3. In the case of injuries with blood spill, only adults apply first aid. We do not allow students to attend to each other's injuries or touch blood.
4. A protective barrier between the first aider and the substance is created and PPE such as gloves and masks are used.
5. Before we put on disposable gloves, hands are washed with soap and water for at least 20 seconds then dried well. If soap and water are not available, alcohol-based hand sanitiser (60–80% alcohol) rubbed in for 20–30 seconds may be used. Any cuts or abrasions must be covered before putting on disposable gloves. Masks and eye protection must be worn if blood splashes are likely. Tweezers are used as appropriate.
6. If the wound is dirty, if possible before applying the dressing, wash the wound with running water from the middle outwards. Temporarily protect the wound with a sterile swab and gently clean the surrounding skin. Dry the skin with swabs of cotton wool, wiping away from the wound using each swab only once. Apply dry dressing directly over wound. Retain the dressing in position with adhesive or bandage. See that dressing extends well above and beyond the edges of the wound.

Process for cleaning up after a blood spill

7. For personal clean up after a blood spill, put used PPE and first aid supplies in a plastic bag, which is sealed for disposal. The first aider should wash their hands, lower arms, and anywhere else that has been in contact with blood (even if gloves were worn) with soap and water for at least 20 seconds, then dry well.
8. For cleaning physical surfaces, wear disposable gloves and other PPE as needed. Wipe down hard surfaces with detergent and warm water, then with fresh diluted bleach solution and leave to dry for at least 30 minutes. Areas where bleach is mixed or used are ventilated.
9. Wash soiled equipment, such as scissors or tweezers, thoroughly in cold tap water then sterilise by soaking for 30 minutes in diluted bleach solution.
10. Wash carpeted areas with soap and water. Help may be requested from the Property Manager.

Sick bay

11. The school has a dedicated sick bay, with the below minimum first aid supplies and PPE equipment. Signage directs users to supplies and equipment.

Item
4 x Triangular bandages
9 x Roller bandages (including crepe bandages 50 mm and 75 mm sizes)
10 x Sterile dressings (75 mm x 75 mm packets)
2 x Adhesive wound dressing strip (100 mm packets)
1 x Waterproof adhesive plaster (50 mm wide reels)
5 x Sterile, non adhesive pads (100 mm x 100 mm packets)
4 x Sterile eye pads
1 x Container for use in pouring water over the eye (e.g. plastic squeeze bottle)
1 x Receptacle for soiled dressings (e.g. bucket with foot-operated lid)
2 x 250 ml antiseptic liquid approved by the Medical Officer of Health
1 x Safety pins (card)
1 x Scissors – surgical or equivalent stainless steel (pair)
1 x Splinter tweezers, fine point - stainless steel
1 x Accident register and pen or pencil
1 x First aid booklet (issued by the Departments of Labour and Health or Red Cross/Order of St. John)
1 x A card listing local emergency numbers
8 x Disposable gloves – large size or multi fitting (pairs)

12. First aid supplies are regularly checked and restocked. This includes checking expiry dates.

13. After first aid treatment, an injured or ill student is monitored until they are able to return to class or leave the school:

- The student may need to be collected by a parent/caregiver and signed out into their care.
- If parents/caregivers/emergency contacts cannot be contacted or cannot collect a student who requires medical care, a staff member may need to take the student to a doctor or medical centre.
- If a student is collected by ambulance, a staff member may accompany them, if appropriate.