

EVERGLADE SCHOOL
POLICY: HEALTH AND SAFETY

Policy No: 5.2

National Administration Guideline 5

Rationale:

It is essential that the school is a safe place for pupils, parents, staff and visitors.

The Board of Trustees, as the Person Conducting a Business or Undertaking (PCBU), is responsible for providing a safe and hygienic workplace.

Purposes:

The purpose of this policy is to comply with legislation that requires the school:

- To identify and modify hazardous environments and activities to mitigate injuries
- To develop health and safety practices in using school buildings, grounds and equipment.
- To monitor the maintenance of school buildings, playgrounds and equipment.
- To provide an environment where physical and /or psychological pressure on staff and students is minimised, and procedures are in place to deal with incidents that arise.

Guidelines:

1. Staff will report to the Health and Safety representative (HSR) any health and safety concerns, which will be recorded. The HSR will forward any issues to the Principal.
2. The Principal will report to the Board of Trustees any significant health and safety issues where action is required, or has been taken.
3. The Board of Trustees holds responsibility for maintaining the buildings and grounds in a safe and healthy condition.
4. For various aspects of the Health and Safety Policy, procedures can be found in the School procedures Folder. These should be understood, referred to and implemented where needed. These include procedures to address issues where physical and/or psychological pressure occurs, involving staff or students.
5. School Hazard checks will be held on a regular basis. These are generally the responsibility of the Caretaker. A Hazard Register will be maintained and reviewed by the board no less than quarterly.
6. Any serious harm accidents to employees must be reported immediately to WorkSafe New Zealand, and the accident scene left undisturbed until investigated by a WSNZ inspector. Confirmation of the accident must be reported to WSNZ on the prescribed form held in Sick Bay.
7. Separate policies that fall under the umbrella of health and safety include:
 - Emergency Responses
 - Sexual Harrassment
 - Digital Practice and Safety
 - Student Attendance
 - EOTC
 - Crisis Management
 - Surrender, Retention and Searches of Property

Approved July 2016

Review: As per Policy Review Schedule