



## Operational Policy 2 Health and Safety

### National Administration Guideline 5

Each School Board is required to:

- i. provide a safe physical and emotional environment for ākongā;
- ii. comply in full with the Health and Safety at Work Act 2015 (HSWA) and any subsequent amendments, which has come into force on 4 April 2016, to ensure the safety of ākongā and employees.

### Our Commitment

The Miramar Christian School Board will ensure the school's physical and emotional environment is safe and healthy for all workers, ākongā, visitors and contractors.

### The Board:

- Collectively holds the primary duty of care and develops and reviews their Health and Safety policy to make sure they meet the obligations of the HSWA.
- Individually must exercise due diligence to ensure these policies and procedures are in place and are monitored.
- Monitors the Health and Safety policy goals, obligations and expectations throughout the year.
- The School Board is committed to ensuring the Health and Safety of all workers, ākongā, visitors and contractors by complying with Health and Safety legislation, government regulations, NZ standards and approved code of practice.

### The Principal:

- Develops, reviews and implements Health and Safety procedures for workers and others in the workplace.
- Follows through on any values/core beliefs and any strategic or annual goals focussed on Health and Safety.
- Takes action to achieve these goals.
- Reports on these goals.
- Gives assurance that legal obligations are met on Health and Safety matters as outlined.

## 1 School Health and Safety

### Purpose:

- 1.1 Miramar Christian School will have documented health and safety management procedures that are actively followed and monitored for compliance.
- 1.2 Miramar Christian School will provide a safe and healthy physical and emotional environment for ākongā and staff, both within the school grounds and when school activities/events are held elsewhere.
- 1.3 Miramar Christian School will encourage hygienic practices throughout the school.
- 1.4 Ākongā and staff will use information and communications technology appropriately and safely at school, and when participating in school activities/events held elsewhere. This will be monitored by the ICT teacher and cyber bullying issues reported promptly to the Principal.

### Expectations:

- 1.5 The Principal or, in the absence of the Principal, the Deputy Principal holds the role of Health and Safety Officer.
- 1.6 The School Board, through the Principal, will adhere to the 2015 Health and Safety Act as specified in the school's Health and Safety register.

- 1.7 In matters of buildings and grounds, the School Board will consult with the Proprietors: The Peniel Charitable Trust.
- 1.8 The Principal (or, in the absence of the Principal, the Deputy Principal) will oversee the maintenance and safety of buildings, equipment and the environment. This includes ensuring that:
  - all lighting is efficient and adequate;
  - ventilation in all workspaces is efficient;
  - heating in all workspaces is at an appropriate level;
  - all sanitary and washing facilities maintained;
  - all emergency equipment and exits are maintained in accordance with requirements of the 2015 Health and Safety Act;
  - all equipment and materials are stored safely;
  - hazards within the school environs are identified, eliminated or minimised;
  - the school will be kept clean through the services of a cleaning company;
  - emergency and evacuation routines are displayed, and routines practised at least once per term.
- 1.9 Health and Safety is everybody's responsibility and effective Health and Safety management requires the involvement of all school workers.
- 1.10 Staff will be expected:
  - to oversee safe and tidy classroom environments.
  - to be kept aware of access issues relating to custody and collection of ākonga.
- 1.11 Ākonga will be regularly reminded of the need to take care of themselves, regarding being alert to inappropriate approaches, touches and behaviour;

## 2 Worker Engagement and Participation

### Purpose:

- 2.1 The purpose of this policy is to further support and improve Health and Safety in the workplace.
- 2.2 It promotes engagement between the School Board, Health and Safety officers and workers.
- 2.3 The policy provides all workers with a reasonable opportunity to be actively involved in the on-going management of Health and Safety.
- 2.4 All users of the school environment are encouraged to be aware of Health and Safety issues and the school's **procedures** and to report to the Principal matters of concern or needing attention.

## 3 Risk Management

### Purpose:

- 3.1 A **hazard**: arising from a work activity can be defined as a situation or thing that has the potential to cause death, injury or illness to a person.
- 3.2 A **risk** is the likelihood that death, injury or illness might occur when a person is exposed to a hazard. Risks must be managed by taking action to eliminate them, and, if it is not reasonably practicable, minimising them.
- 3.3 Miramar Christian School will do everything reasonably possible to remove or reduce the risk of injury or illness.
- 3.4 Miramar Christian School will make sure that all incidents, injuries and near misses are recorded in the appropriate place.
- 3.5 Miramar Christian School will investigate incidents, near misses and reduce the likelihood of them happening again.
- 3.6 Eliminating a hazard will also eliminate any risks associated with that hazard.
- 3.7 Risk management is the cornerstone of the HSWA. It allows the School Board to perform its primary duty of care, as far as reasonably practicable, to its workers and others.
- 3.8 The school's responsibility towards ākonga centres on keeping them safe from hazards and risks, ensuring that they are not harmed, either onsite or in Education Outside the Classroom (EOTC).

## 4 Incident and Injury Reporting

### Purpose:

- 4.1 Miramar Christian School will respond to and investigate all significant health and safety incidents, in order to mitigate the effects and reduce the risk of reoccurrence.
- 4.2 Incident Management is a key intention of the HSWA.

- 4.3 Incident Management requires a school wide approach with clear points of accountability for reporting and feedback.
- 4.4 Rules and responsibilities for incident management will comply with the H & S procedures above.
- 4.5 The Principal will report any serious harm injuries as soon as practicable.

## 5 Induction, Training and Information

### Purpose:

- 5.1 Miramar Christian School will provide all new workers, ākongā, visitors and contractors with information in Health and Safety, including their responsibilities and rights to a safe and healthy workplace.

## 6 Personal Protective Equipment

### Purpose:

- 6.1 The purpose of the Personal Protective Equipment [PPE] is to protect our workers from risks which we have in the workplace.
- 6.2 PPE is not a substitute for more effective control methods.
- 6.3 PPE is considered when all other means of hazards and risks control are not satisfactory or possible.
- 6.4 It will be used with other controls unless there are no other means of control.

## 7 Student Behaviour

### Purpose:

- 7.1 Miramar Christian School will encourage and maintain behaviour that facilitates ākongā own safety and learning.
- 7.2 Ākongā must not harm other ākongā or act as a barrier to their learning.
- 7.3 Miramar Christian School will use appropriate disciplinary measures to ensure student behaviour is maintained.
- 7.4 In extreme circumstances, stand-downs and suspensions may be used with both being notified to the School Board. Using the MoE's preforms, the Ministry of Education will be informed of suspensions lasting three days or more, and any expulsions.

## 8 Visitors and Contractors

### Purpose:

- 8.1 Miramar Christian School will implement and maintain Health and Safety management systems to ensure all onsite are safe.
- 8.2 Miramar Christian School will aim to ensure that no one in the school or vicinity is harmed or causes harm to others,
- 8.3 Miramar Christian School will aim to also ensure that no contractors are harmed or cause harm while doing any work that they are engaged in on the school site.

Signed: \_\_\_\_\_



On behalf of, and with the authority of the School Board on

Date: \_\_\_\_\_

18/10/21

Presiding Member:  
(Name)

\_\_\_\_\_ *Kim Coates*

Next review date: November 2023