

Health, Safety, and Welfare Policy

Glen Oroua School is committed to ensuring the safety and well-being, as far as is reasonably practicable, of students, employees, and visitors both at school and when away from the school on school business. The board of trustees is responsible for this policy, and delegates its implementation to the principal.

The board of trustees:

- provides and maintains a safe physical and emotional environment for students and staff
- meets our [legal requirements](#), to ensure the safety of students, employees, and visitors
- upholds our [primary duty of care](#) to everyone in the school community and exercise [due diligence](#) to ensure that the school meets its health and safety obligations
- ensures that [emergency planning](#) is current
- [promotes healthy food and nutrition](#) for all students
- continuously improves our health and safety performance.

The following steps allow us to carry out the aims of our health, safety, and welfare policy:

- The school has [Health and Safety representation](#) and conducts an annual internal audit of the school's health and safety compliance and practices.
 - Workers take reasonable care of their own health and safety and that of other people, and comply with any reasonable instruction given to them by management.
 - The staff is kept informed of the results of health and safety monitoring and review, and consulted in the development and review of these procedures. The staff understands and implements all health and safety procedures, and is kept trained and supervised in their implementation.
 - All staff are active in [hazard identification and risk management](#).
 - The school provides health and safety induction, training, and supervision for all workers.
 - On health and safety issues, the school consults, cooperates and coordinates with [contractors working at school](#).
- The school has internal staff procedures for health and safety issues, implemented by staff every day. These include:
 - [playground supervision](#) and [sun protection](#)
 - guidelines for [plant and machinery safety](#), and [storage and use of hazardous substances](#)
 - [administering medication](#), [communicable diseases](#), [handling of blood](#)
 - [visitors](#) to the school, including parents' access to students during school hours
 - [absence notification](#).
- The school maintains:
 - a [hazard register](#), and any identified hazard is eliminated or minimised. The school assures the board of this ongoing process.
 - an [accident register](#), including first aid records and all accidents and near misses, and informs WorkSafe NZ and the

board chair as soon as practicable when a **notifiable incident** occurs in any place controlled by the school.

- specific planning for **EOTC activities**, including risk management, which follows Ministry of Education regulations and guidelines, and legal requirements. Planning includes submitting the relevant documentation to the board, which must approve overnight camps and holds the ultimate responsibility for approved excursions.
- up-to-date **emergency plans and evacuation procedures**, and assures the board of trial evacuations.
- comprehensive **cybersafety policies and procedures** to guide our use of the internet, mobile phones, and other ICT devices and equipment.
- The school follows **abuse reporting procedures**, and trains staff in recognising and reporting abuse.
- The school applies **behaviour management** strategies and if necessary, **stand-down, suspension, or exclusion procedures**.
- The school complies with the **Smoke-free** legislation and promotes a smokefree lifestyle.

This policy meets the aims of **National Administration Guideline 5**.

Legislation

- Health and Safety at Work Act 2015
- Smoke-free Environments Act 1990
- Civil Defence Emergency Management Act 2002

Resources

- **WorkSafe New Zealand**
- **Ministry of Education Health and Safety Practical Guide** - a supplementary resource with guides and checklists

Release history: Term 2 2017, Term 3 2016, Term 1 2016, 1 April 2014, 30 September 2013, 28 March 2013, 5 May 2008