

5. Health and Safety Policy

Ratified 26 April 2017

This policy should be read in conjunction with the Health and Safety at Work Act 2015.

Purpose

The Kuranui College Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, New Zealand standards and approved codes of practice.

The Board of Trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students and other people in the workplace or on work related activities as required by National Administration Guideline # 5.

We will achieve this through:

- making health and safety a key part of our role
- working with our workers to improve the health and safety systems at our College
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents and near misses and reducing the likelihood of them happening again
- having effective emergency plans and procedures in place
- training everyone about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely
- ensuring that contractors and sub-contractors working at the College operate in a safe manner.

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the work place tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise their exposure to workplace hazards.

Others in the workplace, including students and visitors, are encouraged to:

- follow all instructions, rules and procedures while in the College grounds
- report all injuries, incidents and near misses to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise their exposure to hazards while learning.

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and Safety is everyone's responsibility.

Chairperson: B Cordwell Date: 26 April 2017

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5.1 Worker Involvement in Health and Safety

The purpose of this policy is to support and improve health and safety by ensuring engagement between the Board, Principal and staff and that all parties understand the role they play.

Kuranui College is a PCBU (a Person Conducting a Business or Undertaking). A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers and that other people are not put at risk through their participation in the College's activities. This is called the 'primary duty of care'.

This means ensuring, so far as is reasonably practicable: The health and safety of workers who work for the College (e.g. teachers and teacher support roles, administration roles, property maintenance), students attending the College and that other persons are not put at risk by the work of the College or undertaking (e.g. Offsite EOTC activities.)

The Health and Safety at Work Act 2015 defines Officers, Workers and Volunteer Workers.

- **An officer** is a person who occupies a specified position or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking [s5].
- **A worker** is an individual who carries out work in any capacity for a PCBU. Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work. [s6]
- Certain volunteers are classed as **volunteer workers**. A volunteer is a 'volunteer worker' when they work for a PCBU who knows they are doing that work or has given consent for the volunteer to do the work. The College owes its volunteer workers the same duties as other workers with the exception of the duties in Part 3 of HSWA (worker engagement and participation). *(For clarity, the Act says 'work' is not: – participating in fundraising or assisting with activities for an educational institute outside its premises).*

The Kuranui College Board have identified:

- Officers: The Board, Principal and two Deputy Principals as Officers.
- Workers: Referred to in this policy as 'staff' (teaching and non-teaching employees)

The policy provides all staff with an opportunity to be actively involved in the ongoing management of health and safety. This policy includes the roles undertaken by Health and Safety Committees and elected or appointed Health and Safety Representatives.

As part of the Board's commitment to promote and maintain a safe and healthy working and learning environment, the Board will ensure:

- Financial resources are available for training for all staff
- Accurate and timely information and advice is available for staff
- There is a systematic process for managing risk
- Effective monitoring and review systems are in place
- There is a process for staff and volunteer workers to escalate unresolved issues

5.2 Health and Safety Induction and Training

The Board of Trustees will ensure (through delegations to the Principal) that all staff including relief staff are provided with information and training in Health and Safety procedures as part of their induction, including their responsibilities so staff, students and visitors to the College have a safe and healthy work place.

All contractors, outside trainers and social service agency workers must have signed a Health and Safety agreement or Memorandum of Understanding and have participated in a College health and safety induction.

All casual visitors must agree to abide by the Health and Safety guidelines when they sign in on Vistab.

5.3 Risk Management

The purpose of this policy is to explain how we manage risks effectively in the College environment and in work carried out by the College.

This policy applies to and is to be followed by all of our workers and others in the workplace. This includes all members of the College's leadership team, staff, students, contractors, temporary workers, volunteers and visitors.

For each identified hazard the following information will be recorded:

- The harm the hazard could cause
- The likelihood the harm could occur
- The level of risk
- The effectiveness of current controls
- What further controls are needed
- How controls will be implemented, by whom and when

The Principal will maintain a risk management matrix.

5.4 Child Protection

The Board has an obligation to ensure the wellbeing of children in its care and are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority when investigating suspected or alleged abuse. We support the roles of the New Zealand Police (the Police) and the Ministry for Vulnerable Children (Oranga Tamariki) in the investigation of suspected abuse. We will report suspected/alleged abuse to these agencies and if appropriate, to EDUCANZ (Education Council of Aotearoa New Zealand). We support families/whānau to protect their children. We provide a safe environment, free from physical, emotional, verbal or sexual abuse.

The Principal will ensure all child safety procedures are implemented and available to all staff, contractors, volunteers and parents.

Therefore the Principal must:

1. Ensure the interest and protection of the child is paramount in all circumstances
2. Recognise the rights of family / whanau to participate in the decision-making about their children
3. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and are able to take appropriate action in response
4. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented.
5. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal
6. Comply with relevant legislative requirements and responsibilities including the Vulnerable Children Act 2014, the Privacy Act 1993 and the Children, Young Persons and their Families Act, 1989.
7. Ensure all teaching staff are registered teachers and have a current practicing certificate
8. Consult, discuss and share relevant information in a timely way regarding any concerns about an individual child with the Board or designated person
9. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise
10. Make available professional development, resources and/ or advice to ensure all staff can carry out their roles in terms of this policy
11. Develop appropriate procedures to meet child safety requirements as required
12. Ensure that this policy forms part of the initial staff induction programme for each staff member

5.5 Alcohol and Drugs

Kuranui College is committed to ensuring an alcohol and drug-free learning environment. Drug and alcohol use by young people has been shown to be a health risk that can result in injury, problem behaviours and failure to achieve educational potential.

Alcohol

The Board of Trustees will not permit the sale, supply, possession or consumption of alcohol on its campus unless specific permissions have been granted by the Board:

- a) Where third party hirers of the College's facilities seek to sell or supply alcohol, a special license must be sought for alcohol to be served at any event using a College facility (refer 5.17)
- b) Consumption of alcohol on campus at staff functions.

The possession, supply and consumption of alcohol is also not permitted in college sanctioned events involving students, including picnics, trips, camps, galas and school balls, whether on site or off site.

Alcohol will not be used as raffle prizes.

This policy complies with the Sale and Supply of Alcohol Act 2012.

Drugs

The Board of Trustees will not permit the sale, supply, possession or use of mind altering substances on its campus or students to remain on the campus if considered to be under the influence of drugs.

Reference to drugs in this policy includes synthetic cannabis, huffing or the ingestion of any substance that may influence behaviour.

5.6 Smoke Free Environment

In accordance with the Smokefree Environments Act, 1990, smoking of tobacco on its campus at all times. Students, coaches, managers, volunteers and staff may not smoke during College sanctioned events or activities involving students whether onsite or offsite.

5.7 Sale and Provision of Food

The Kuranui College Board of Trustees will aim to ensure that all food sold or made available to its students will be nutritious.

Kuranui College will provide for the sale of nutritious food in the canteen and it will also provide, free to all its students, a range of nutritious breakfast foods in its breakfast club.

The College will ensure that its contractors develop and register a food control plan in accordance with the Food Act 2016.

5.8 Civil Defence and Emergencies

Documented emergency procedures will be in place and all staff will be informed and prepared for emergency situations. These include fire, earthquake and lockdown. The Principal will ensure that fire and earthquake emergency evacuation drills are practised at least once a term and that a lockdown drill is held at least once per annum. Following these drills a review will be undertaken by the Principal with all staff having the opportunity to provide input into the review

The College will ensure that it has plans in place for an enforced overnight stay by some students and staff in the event of an emergency.

5.9 Traumatic Incident Response Plan – (TIRP)

The Principal will maintain a TIRP to implement in cases of serious incidents involving staff or students. The Principal will ensure that the Guidance Counsellor and Senior Leadership Team understand their responsibilities within the TIRP.

5.10 Education Outside the Classroom

EOTC includes any educational experience off site by any student led by College staff or other approved leader. Comprehensive and well documented EOTC procedures and protocols will be maintained.

- The Principal will approve all EOTC activities
- A Risk Matrix is completed – refer 5.3
- All staff are prepared with necessary training before the activity commences
- A briefing of all other participants such as volunteer workers must be held to ensure each relevant person is aware of the risk matrix.

5.11 Offsite Work Exploration and Training

All offsite work exploration and training undertaken by students must be sanctioned by the Principal. Work exploration employers and/or trainers are required to sign a Work Experience Agreement with the College with the roles and responsibilities of each PCBU captured.

5.12 Sport

There are a range of different activities, events and risks in sport and recreation activities. There are often multiple PCBUs involved. There is a degree of physical risk in most sports and when people engage in sport, they accept the risk involved. Risk will be managed by:

- ensuring that sports equipment and grounds are fit for purpose and safe to use
- students are supervised by competent staff and/or volunteers
- Emergency and first aid procedures are documented, planned for and followed

5.13 Injury and Incident Management, Reporting and Notification

The Principal will maintain a well documented procedure for reporting and managing all injuries, serious incidents and near misses and will provide this, together with any recommendations and investigation outcomes to the Board at each Board meeting, or in the case of a serious incident, to the Chair in a time relevant manner. The College will comply with the WorkSafe obligations to promptly notify it of serious work-related incidents / accidents which involve the College's students and/or staff (see Appendix One). The College will comply with Ministry of Health advice on notification of communicable diseases and pandemics.

5.14 Administering Medication and First Aid

Appropriate resources, procedures and protocols for the administration of medication and first aid are documented and followed by all staff.

The Principal will ensure that there are staff trained in first aid to appropriately deal with any first aid or medical situations during College hours.

5.15 Identification and Safety

All visitors to the College and contractors working on site must report to the College office to sign in with appropriate identification as required.

5.16 Hiring College Facilities and/or Equipment to Third Parties

The Principal will ensure that all third parties using or hiring College facilities complete a casual use agreement. The casual use agreement will include the College Health and Safety requirements, including restrictions on alcohol supply, emergency procedures and clearly communicate the roles and responsibilities of the College and the other party as the hirer. (refer 5.5)

The College mini-vans will be maintained to fulfil warrant of fitness requirements. All drivers of the vans must be fully licensed.

5.17 Dangerous Behaviour Management

The Board of Trustees has a duty of care to all students and staff during College hours. To ensure that students and staff feel safe and secure during breaks between classes, all teaching staff will be required to undertake rostered campus supervision to maintain a staff presence at all times. The supervision is enhanced by a network of CCTV cameras around the campus.

the Principal will provide information about students known to exhibit dangerous or threatening behaviour to all relevant staff. If required a safety plan for a student known to exhibit dangerous behaviour will be developed and implemented.

- The College has the right to confiscate dangerous items.
- The College must comply with the requirements of the Education Act regarding corporal punishment and may not use force by way of correction or punishment towards any student enrolled at the College.
- In extreme cases, staff may be required to use physical force to protect and prevent harm to themselves or another person.

5.18 Bullying

The Board of Trustees does not tolerate bullying amongst students or staff in any form. The College has a process for complaints and an investigation process for the safety and support of staff and students. The PB4L programme will support staff to work with those exhibiting bullying behaviour and staff are encouraged to model respectful healthy relationships to all colleagues and students.

5.19 Transport

The majority of the College's student travel is by bus, and some students travel in private cars, cycle or walk. The College has a shared duty of care with Transit Coachlines for the health and safety of bus students travelling to and from the College. The roles and responsibilities are:

- Loading and unloading of the students at the College is the College's responsibility.
- Once on board the buses, Transit assumes primary responsibility for students.

The principal will appoint a staff member to be the bus controller to ensure the agreement and safety of children is well managed

Students are required to apply for a College car permit if they wish to drive a vehicle to College.

5.20 Responsible use of Information Technology

The Board of Trustees is responsible for the appropriate use by students and staff of the College provided internet access and College owned IT resources. The Principal will ensure all staff and students sign and abide by a "Responsible use of IT" agreement. The College will provide advice and support for students with regard to the responsible use of social media.

5.21 Safety of the Physical Environment

A safe work environment will be provided by ensuring

- Electrical appliances in use at the College are maintained and safe to use with relevant certification inspections maintained
- Specific protocols and procedures are implemented to ensure the safety of students and staff in Technology workshops and Science laboratories.
- Training and PPE for staff required to work with hazardous substances will be provided and treat them in accordance with HSNO guidelines.
- PPE will be available for students in Technology workshops and Science laboratories or other areas identified as appropriate
- An inventory of hazardous substances will be maintained
- Buildings and the College environment are maintained and have a current building Warrant of Fitness at all times.

5.22 Safety of Personal Information

Kuranui College accepts the responsibility of collecting, maintaining and storing accurate personal student and staff information in a safe and secure manner.

The College will ensure access to that information is properly designated and monitored, and that its systems comply with the twelve principles of section 6 of the Privacy Act 1993.

No students' images will be used without family permission.

Appendix One: - Serious Harm

