

Miller Avenue School Health and Safety Policy 2016

Purpose

The board of trustees is committed to ensuring the health and safety of all workers (both on sight and itinerant), students, visitors, volunteers and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

To preserve the long-term health of the MILLER AVE SCHOOL community by demonstrating care, aroha and concern for self, others and the environment.

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. 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 system at our school
- 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, near misses and reducing the likelihood of them happening again
- having 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
- making sure contractors and sub-contractors working at the school 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 your exposure to workplace hazards.

Others in the workplace

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while in the school 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 your 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 and develop a "health and safety" mind-set by being active and having a voice in health and safety planning.

Health and safety is everyone's responsibility.

1. The school will have written management procedures that are actively practised and regularly reviewed for compliance. These will be listed in the school Charter
These will include:
 - sexual, physical and emotional abuse and reporting

- protection from communicable diseases
 - protection from identifiable hazards, e.g. Weather, sun, road safety.
 - Emergencies,
 - EOTC activities, equipment, structures
 - adult conduct in the school
 - Use of digital technologies
 - sick bay/medical room
 - employment in relation to the Vulnerable Children’s Act 2015
2. Risk Analysis Management Systems (RAMS) will be part of the planning and management procedures for all EOTC trips and school events in which the element of risk is beyond that of those considered a normal school activity.
 3. The school shall comply with the Ministry of Education Guidelines to the Health and Safety in Employment Act and Health and Safety Code of Practice for State and Integrated Schools and the Vulnerable Children Act 2015.
 4. This policy should be read in conjunction with the The Vulnerable Children’s Act 2015, Health and Safety at Work Act 2015 and use as a guide for good practice the document; Health and Safety at Work Act: A Practical Guide for Boards of Trustees and Officers which clearly outlines Health and Safety responsibilities.
 5. Management procedures will reference current legislation where appropriate

Relates to NAG:	Relates to NEG:	Signed : _____ Chairperson Date:	Review Cycle: 3 yrs
5	2	Attached Appendix:	Linked To: Personnel EOTC Code of Conduct
Related Legislation:		Health and Safety at Work Act 2015 State Sector Act 1988 Education Act Human Rights Vulnerable Children Act 2014	